

# APEEE Annual Report



## Summary

<b>1. Introduction</b>	2
<b>2. Services</b>	3
<b>A. Extracurricular Activities</b>	3
<b>B. Transport – School Bus</b>	5
<b>C. Canteen</b>	7
<b>3. IT Project</b>	11
<b>4. Education Matters</b>	13
<b>A. Nursery &amp; Primary Cycle - CEP&amp;M</b>	13
<b>B. Secondary Cycle – CEES</b>	15
<b>5. Additional Working Groups</b>	18
<b>A. Budget Working Group</b>	18
<b>B. Wellbeing Working Group</b>	21
<b>C. Communications, Welcome Activities &amp; School Community Building Working Group</b>	22
<b>D. Health, Safety &amp; Security Working Group</b>	24
<b>E. Statutes Update Working Group</b>	27
<b>F. Task force: Overcrowding</b>	28
<b>6. APEEE Representation in Central Enrolment Authority</b>	29
<b>7. InterParents</b>	29

## 1. Introduction

Dear co-parents,

The work of the parents' association APEEE at Woluwe/Evere remains a full agenda.

Overcrowding and health, safety and security issues overshadow our every day at the school. Somehow our teacher community continues their fine work relentlessly, we salute them.

Your APEEE makes its voice heard at numerous school committees, and also in Secretary-General-led committees, mostly via the InterParents structure, which unifies the parents' associations of the 13 European schools across Europe. In the past we have succeeded at some initiatives, Evere was built thanks to parent lobby, but on others, we are ignored. The Commission's Internal Audit Service has identified critical weaknesses in safety and security in 2017, very little has been done by the Secretary-General and schools, despite continual reminders, these remain high-risk factors.

We install working groups in the Board for specific activities. Below you will find a summary of the Board's activities in each of these.

We welcome parent volunteers in these groups to help with their expertise. Our sincere thanks to all who have helped in our work in 2023.

Very best wishes to all of you,

Andrew Janis Folkmanis  
President APEEE EEB2

## 2. Services

### A. Extracurricular Activities

#### Members of the Administrative Board

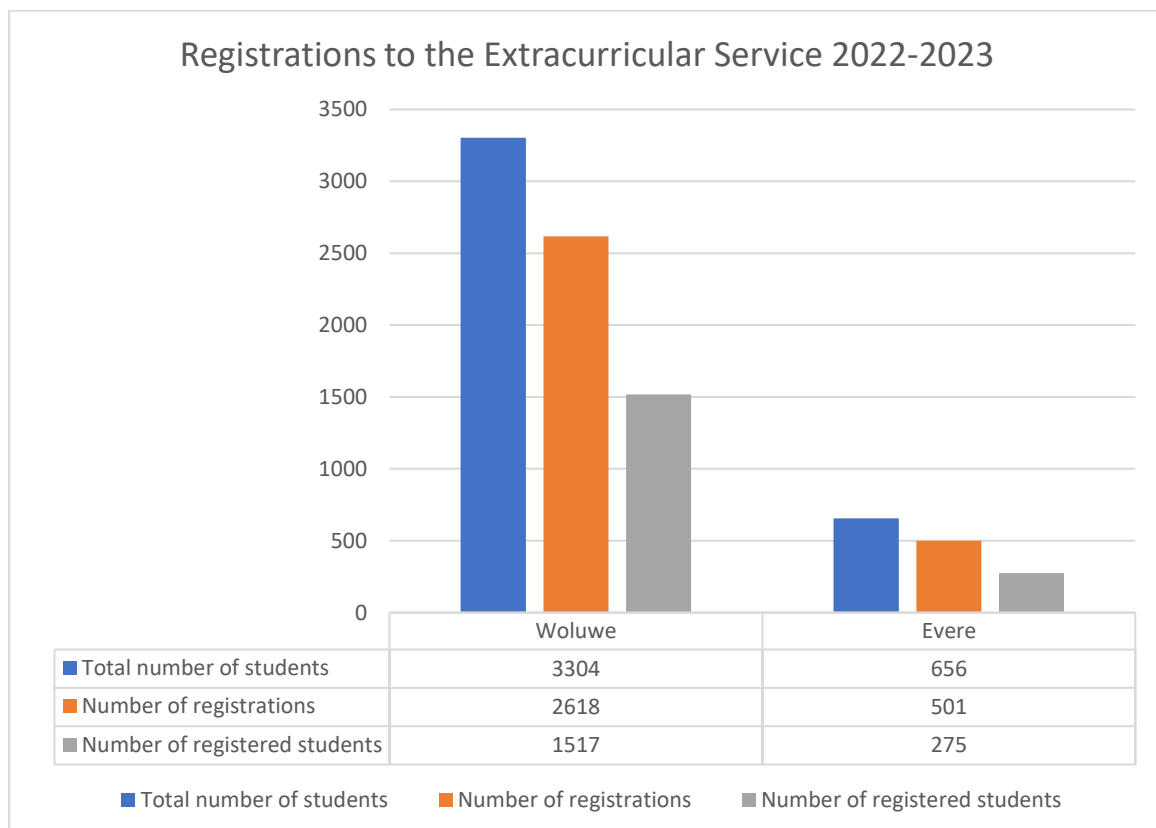
- Francesca TUDINI (IT Woluwe) – Working Group Coordinator
- Eleonora APPONI-BATTINI (IT Woluwe)
- Pim GESQUIERE (NL Woluwe) until 10<sup>th</sup> November 2023
- Andrea GRGIĆ (NL Woluwe) until 25<sup>th</sup> October 2023
- Johanna SCHULYOK (SV Woluwe) until 14<sup>th</sup> September 2023

#### Members of the APEEE Staff

- Anja GALLE – APEEE Director
- Agnieszka JEAN VILLANUEVA – Service Manager
- Aliocha SIOEN
- Hicham BOUSKIA
- Valeria ENEA
- Donatella CARRARO

The APEEE extracurricular activities at EEB2, including the APEEE supervision, are run by Agnieszka Jean Villanueva, in collaboration with Aliocha Sioen, Hicham Bouskia, Valeria Enea and Donatella Carraro, under the supervision of the APEEE Director and APEEE Board Working Group.

The APEEE's goal is to offer pupils the opportunity to discover a large range of activities that allow them to fully develop their potential, be it playing a musical instrument, practising a competitive sport, or developing their artistic skills. The APEEE is focused on continuously improving the quality of its services and the range of available activities, ensuring easy registration, and guaranteeing its staff's presence on the field, compliance with applicable safety standards, etc.



As shown in the above bar chart, in Woluwe, 1517 pupils (46% of the site population) are registered to an average of 2 activities per week (including supervision), while in Evere, 275 pupils (42% of the site population) are registered to an average of 2 activities per week (including supervision).

The Extracurricular activities service of APEEE in the school year 2022-2023, can be summarised with the following figures:

### Woluwe

- 42 different extracurricular activities, which results in 288 classes and 2.010 registrations (per week)
- 65 monitors
- 363 students registered for the APEEE supervision (608 registrations)
- 22 supervisors for activities and supervision

### Evere

- 18 different extracurricular activities, which results in 75 classes and 340 registrations (per week)
- 18 monitors
- 85 students are registered for the APEEE supervision (161 registrations)
- 4 supervisors for activities and supervision

The APEEE has organised workshops during the school holidays providing a much-welcomed service for many families. These workshops organised during the first days of September, during All Saints, Carnival, Easter, and May holidays, not only have provided engaging activities for students but have offered a reliable option for families seeking an enjoyable experience for their children outside school hours.

In June 2023, the APEEE held an Open Doors event, allowing parents to participate in their child's educational journey. Through activity demonstrations, and interactive workshops allowing hands-on exploration of musical instruments and discussion on future registrations, the APEEE facilitated an inclusive experience for families. Moreover, the event presented an opportunity for them to meet and interact with the monitors.

To fill a gap in the school's calendar, the APEEE also organised two weeks of workshops for S1, S2, S3 and S4 students during their last two weeks of schooling, from the 19<sup>th</sup> to the 30<sup>th</sup> June. Due to the high demand from parents, the APEEE worked hard to provide additional supervisors and monitors.

In anticipation of the temporary move of P1 and P2 pupils from Woluwe to Evere, the APEEE Extracurricular Team worked to prioritise the need for continuity and provide an enriching experience for students. The move necessitated a review and overhaul of the activities and a proactive engagement in hiring new supervisors and monitors.

For the school year 2023-2024, the APEEE is again organising the football Interclass/Footfest tournament with the participation of 45 mixed teams, each of 12-14 players. Games take place every Wednesday afternoon and students compete in five age categories.

## B. Transport – School Bus

### Members of the Administrative Board

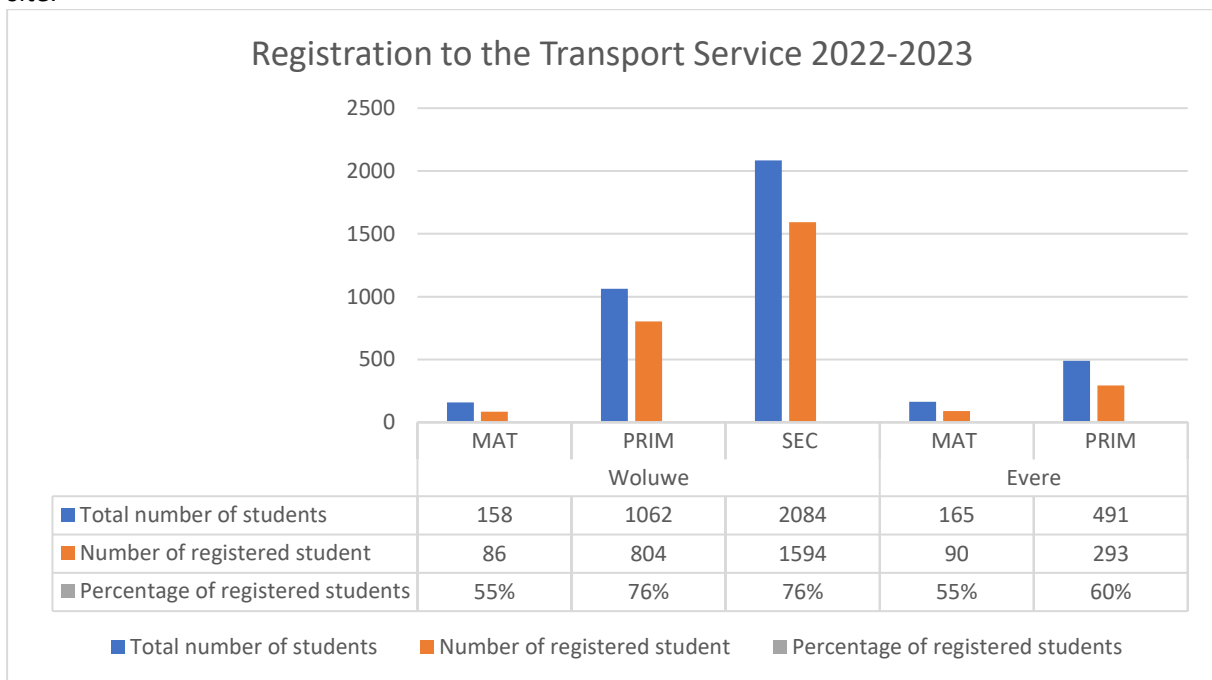
- Monika SZULYOVSKY (DE Woluwe) – Working Group Coordinator
- Eleonora APPONI-BATTINI (IT Woluwe)
- Alexander CORNFORD (EN Evre)
- Pim GESQUIERE (NL Woluwe)
- Andrea GRGIĆ (NL Woluwe)
- Alberto TOSO (DE Woluwe)
- Christian VISANI (IT Evre)

### Members of the APEEE Staff

- Anja GALLE – APEEE Director
- Hong Ha NGUYEN – Service Manager
- Ferhan PELISTER
- Dominika SERAFIN
- Xavier VERBRAKEN
- André SHANY
- Luz ZAMORA

The APEEE transport service is run by Hong Ha Nguyen, in collaboration with Ferhan Pelister, Dominika Serafin, Xavier Verbraken, André Shany and Luz Zamora, under the supervision of the APEEE Director and APEEE Board Working Group.

The APEEE operates more than 20,000 school bus journeys per school year. In the school year 2022-2023, a total of 2.867 pupils at EEB2 registered to the school bus service. More specifically: 2.484 pupils (75% of the site population) at the Woluwe site and 383 pupils (58% of the site population) at the Evre site.



Summing up, out of the entire EEB2 population (Woluwe and Evre), 72% of the pupils are registered to the transport service.

The registrations rose by 6% between 2021-2022 and 2022-2023, with an extra 204 registrations. Registrations for the Evre site rose by 43%, from 219 to 383 (+164). Registrations for Woluwe have also risen by 1.5%, i.e. an increase of 40 registrations between 2021-2022 and 2022-2023.

The annual subscription fee for school year 2022-2023 was 1.901,32 € per pupil. The transport service was operated by the APEEE through 12 contracted bus companies.

Hereinafter some figures of APEEE transport service in school year 2022-2023 (daily averages):

- 48 school buses in the morning at the Woluwe site
- 10 school buses in the morning at the Evre site

- 39 school buses for the first afternoon departure and 23 for the second afternoon departure at the Woluwe site
- 12 school buses in the afternoon at the Evere site

At least 101 adults supervise the school buses and the bus parking area.

All school bus routes are yearly revised by the APEEE in order to ensure they meet the criteria established by the APEEE or competent authorities, such as:

- Duration of the journey not to exceed one hour
- Areas accessible by bus
- Compliance with traffic regulations
- Sufficient number of requests for a given route

In 2022-2023, the APEEE continued to ensure that its school transport service complied with the applicable quality, safety, security and wellbeing standards. Indeed, surprise inspections are carried out weekly by the operational team. The team assesses accesses, insurance coverage, the *contrôle technique* and checks the security, and safety of the buses (working seatbelts, damaged vehicle, etc). In 2022-2023 no (zero) major accidents occurred. Afternoon buses (at 15h30) for the Nursery and Primary pupils are all staffed with bus supervisors.

There are constraints on the availability of buses and drivers on the local market. Indeed, a shortage of drivers has affected the contracted bus companies which nevertheless do their best to deliver daily. The Transport Team has managed to provide a bus for each registered route for the school year 2022-2023 (with occasional cancellations due to events beyond APEEE's control where it was not possible to find an alternative solution). Despite these constraints, for the school year 2023-2024, the APEEE has been able to maintain the school bus service for all requested routes.

The reduction of environmental impact of APEEE school bus service is ranking high on the priorities and it is notable that the APEEE has been aiming at an increased share of Euro V and VI, working with 16 Euro V buses and 40 Euro VI norm. The two electric buses ordered by the APEEE in 2020-2021 were delivered in January 2023, and have been allocated a tour in the morning (n°133) as well as at 15h30 (n°228) and (n°328).

The start of the 2023-2024 school year was marked by the temporary transfer of P1 and P2 from Woluwe to Evere which put a further burden on the organisation and logistics of the transport service. To accommodate the transfer, the APEEE relocated 3 Woluwe buses to Evere, added shuttles to and from Evere, and established temporary stops providing a direct transport solution from and to the Evere school.

### C. Canteen

#### Members of the Administrative Board

- Peter EDLIND (SV Woluwe) – Working Group Coordinator until 14<sup>th</sup> September 2023
- Pim GESQUIERE (NL Woluwe) – Working Group Coordinator as of 14<sup>th</sup> September 2023
- Célia ALVES RODRIGUES (PT Woluwe)
- Eleonora APPONI-BATTINI (IT Woluwe)
- Andrea GRGIĆ (NL Woluwe)
- Nicolas LACROIX (FR Evere)
- Bettina SCHMIDBAUER MOGENSEN (DE Woluwe)
- Alberto TOSO (DE Woluwe)
- David ZELINGER (DE Woluwe)

#### Members of the APEEE Staff

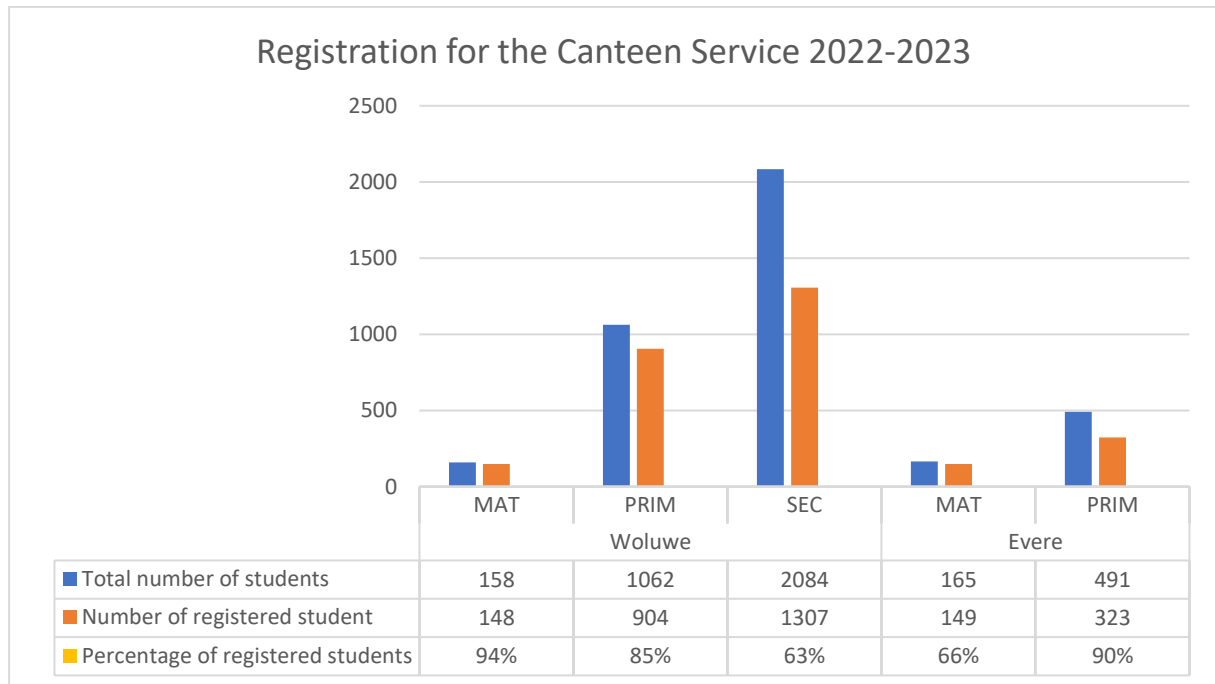
- Anja GALLE – APEEE Director
- Paul ORLOVSKI – Service Manager Woluwe
- Xavier DE BEYS
- Monique MALLINUS

#### Member of the Compass / Scolarest Staff

- Isabelle PANNEELS – Service Manager Evere

The APEEE canteen service at the Woluwe site is organised and run by Paul Orlovski, in collaboration with Xavier De Beys and Monique Mallinus. At the Evere site, the canteen is organised and run by Compass / Scolarest in the person of Isabelle Panneels. On both sites, canteen services are supervised by the APEEE Director and APEEE Board Working Group.

In the school year 2022-2023, a total of 2.831 pupils at EEB2 registered to the canteen service. More specifically: 2.359 pupils at the Woluwe site and 472 pupils at the Evere site.



As shown in the above bar chart, out of the 2.359 pupils registered in Woluwe, 56% were Secondary cycle pupils while out of the 472 pupils registered in Evere, 68% are Primary cycle pupils. The registrations to the canteen service in Woluwe decreased by 2.6% (-63) between 2021-2022 and 2022-2023. In Evere the registrations rose along with the pupil increase. Evere saw its population increase by 142% (+385) out of which 217 registered to the canteen.



## Woluwe site

### Distribution of services

At the Woluwe site, following a fire safety audit and the installation of a temporary evacuation route, the maximum number of pupils and staff allowed simultaneously in the refectory area is 797, in accordance with applicable safety standards. As a result, lunchtime for Secondary school pupils has been shortened by 10 minutes, and some classes are unable to take advantage of their break.

Overcrowding is a major problem for the canteen infrastructure, which is not suited for the number of pupils registered for the service. The refectory is overcrowded and in order to accommodate the 2351 registered pupils, while complying with the applicable safety standards, the APEEE has introduced a staggered service system as shown in the following timetable.

Class	Schedule
Nursery	From 11h to 11h30
Primary 1 and 2	From 11h15 to 11h45
Primary 3	From 11h45 to 12h10
Primary 4 and 5	From 12h to 12h25
Secondary 1	From 12h25 to 12h45
Secondary 2	From 12h25 to 12h45
Secondary 3 to 5	From 12h50 to 13h10
Secondary 6 and 7	From 13h10 to 13h35

Furthermore, overcrowding is causing mobility problems in the refectory, both for the children and for serving staff. The kitchen is not adapted to the number of meals served, and the premises are not spacious enough for working, tidying up, moving around, etc. Kitchen staff are under stress because of the lack of space; serving staff are stressed during service hours, as they not only have to deliver and serve the meals in a limited time but also clean and prepare the tables for the next shift in less than 5 minutes.

### Safety Compliance

The compliance audit of collective kitchen activities is an essential process aimed at ensuring quality, food safety, and adherence to regulatory standards in the field of school canteen. The assessment consists of four annual audits, including three surprise checks and one scheduled infrastructure audit. The main goal of the audits is to highlight any discrepancies between the standards and actual practices on the ground. The analysis covers nearly 300 points on various crucial aspects of canteen kitchen operations. Among the 300 points, the following are analysed: a) the facilities, including premises and equipment; b) the cleaning and disinfection procedures, product compliance, and secure storage, with the execution of surface testing to validate cleaning products; c) the cold chain, with checks performed using calibrated thermometers; d) work procedures, encompassing product management, traceability, self-verifications, compliance with labelling, packaging, etc. Regulations also play a significant role in the audit, covering staff instructions, training, work attire and operating permits.

As of December 2023, an additional dimension will be added to the audit, with a specific aspect on allergen management. This component will focus on procedures, communication and the appointment of a competent contact person.

This compliance audit aims to ensure food safety, compliance with standards and the quality of services while encouraging continuous improvement.

### Challenges

The Canteen team set objectives and faced challenges. Beyond the aftermath of the COVID-19 pandemic, global factors such as war, climate change, and economic fluctuations have significantly

impacted the prices of essential items like foods, cleaning products and packaging. Additionally, wage indexes have been influenced, making our financial planning more complex than ever before.

Throughout the school year, the team monitored these changes and proactively adjusted their menus to ensure that they stayed within the budget constraints without compromising the quality and service expectations. The team has successfully navigated these challenges by optimizing the planning of its staff and exploring solutions to maintain the standards.

### **Homemade Pasta**

Following the Board's approval, the APEEE was able to purchase a pasta machine. This allowed the team to resume their production of homemade fresh pasta, enhancing the menu while keeping the costs under control. Following the purchase, the kitchen chef and the team managed to produce 875kg of 100% homemade lasagna much to the pupils' and teachers' delight.

### **Future Objectives**

In addition to this, the team enhanced the operational efficiency. They changed the tills and adapted their kitchen software to make them more efficient and mobile, streamlining their processes and improving customer service. Furthermore, the team also initiated a project dedicated to enabling online ordering of cafeteria products, which will be further developed in the coming years.

### **Evere site**

At the Evere site, the catering team from Scolarest-Compass prepares school meals in the APEEE kitchen, respecting all health and safety measures. Scolarest-Compass offers a varied selection of fresh homemade dishes; the meal consists of a soup or raw vegetables, a main course, and a dessert. The APEEE, in cooperation with Scolarest-Compass, focuses on providing balanced, healthy and tasty meals for every child registered, including children with special dietary requirements. This is why Scolarest-Compass sends out an allergy form before the start of each school year to all pupils enrolled in the canteen so as to allow as many pupils as possible the opportunity of a balanced warm meal. Scolarest-Compass has continued to serve soup earlier in the day, at 10h, to the Nursery classes. The service was launched upon the suggestion of some teachers explaining that their pupils would not eat their entire meal when the soup was part of the lunch service. The initiative is appreciated and has allowed more time for pupils to eat their lunch.

### **Food Waste**

In their will to fight food waste, every two months, the canteen team weighs the leftovers and raises awareness regarding food waste. To address the issue, they have reduced portions while encouraging a second helping if a child feels like it. This initiative has helped to reduce food waste.

This year, each class from P3 to P5 will draw up the menu for a meal that will be served in the canteen during the school year. This will give the children the opportunity to express their wishes and expectations and to understand the importance of following a balanced diet.

### **Good Food Label**

Scolarest-Compass at the Evere school has been awarded the Good Food Label – Fork 1 by Brussels Environment. This label is intended for canteens in the Brussels area and has three levels, symbolised by 1 fork, 2 forks or 3 forks (similar to a star rating). It rewards the efforts made in the field of healthy eating and promotes tasty and varied food. The label system raises awareness of the impact and the role that food plays in a sustainable way of living. In November 2023, the canteen manager in Evere submitted the application for Fork 2.

Every March, in collaboration with the school nurse, the Evere Canteen Manager organises workshops for P1 and P3 pupils on various topics. For the P1 pupils, the theme of the workshop is discovering forgotten vegetables and the importance of their vitamin content for their health and dietary transit. The workshop for P3 pupils is on distinguishing between good and bad sugars and exploring the impact of sugar on our teeth.

### 3. IT Project

#### Members of the Administrative Board

- Catarina DUARTE GOMES (PT Woluwe) – Working Group Coordinator until 1<sup>st</sup> September 2023
- Christian VISANI (IT Evere)
- David ZELINGER (DE Woluwe)
- Maija KNUTTI (FI Woluwe)

#### Members of the APEEE Staff

- Anja GALLE – APEEE Director
- Julien DANAN – IT Project Manager
- Jan SVARC – IT Officer
- Hong Ha NGUYEN
- Clémence EUGENE

On 30<sup>th</sup> 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 to initiate a full audit of the APEEE IT environment by external consultants.

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

The IT system is essential to running the APEEE and delivering its services. Once fully operational, it will do everything from accounting to ordering food for the canteen to tracking the whereabouts in real time of all pupils using the APEEE bus transport, canteen, and extracurricular 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 Boards, 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 [Salesforce](#) was selected.

By solving data protection risks, the APEEE also took the opportunity to move forward with its digital transformation by having at its disposal a state-of-the-art technological infrastructure. This enabled the APEEE to start its mid-long-term journey towards a more user-oriented system with the aim of reducing operational costs while improving the effectiveness and efficiency of its processes and the level of quality of the delivered services. This journey has already started with the introduction of new projects and already identified system enhancement in the future.

#### State of Play

Salesforce is the #1 CRM provider in the world, with over 150.000 corporate users (i.e., companies that use their software and services daily). A CRM solution (CRM is short for Customer Relationship Management) allows to squarely focus APEEE's activities on the families, as it seamlessly takes care of the 'meta'-functionalities – i.e., the functions and functionalities that support and underpin the association's activities and focus. The CRM collects, organises, and manages all family-related data so that the APEEE can keep track of parent interaction, streamline communications, smoothen the user experience, and automate data management.

During the last two years, the APEEE has been working on the new infrastructure and its implementation. The project was divided into eight different cycles - one for each service (transport, extracurricular activities, and canteen) plus additional needs.

The eight cycles were finalised in June 2023, the process was more complex than expected. Different issues appeared during the process which had to be solved before the beginning of the school year.

### Timeline

During the Easter holidays, the new Secure Portal Zone was launched together with the new APEEE Website. Parents were invited to register to the new Portal and verify their data, registrations were done until June 2023.

In June 2023, APEEE launched the services registrations for the school year 2023-2024.

During the summer holidays, the APEEE staff worked hard to get all services running in the new CRM system.

### Next Steps

The launch of a new “ticket” for the financing system. Until now the invoicing has been done through Exact Online, the accounting software. The database from Salesforce should be connected to the Exact Online software and automate the invoicing process thanks to Salesforce.

The extra budget of 91.000€ for the financing system was approved at the 24<sup>th</sup> October Board Meeting.

<b>Sprint 1</b>	Initial Setup Salesforce Configuring Education Data Architecture Managing households Data Migration Basic reporting and Dashboard	June 2021 until November 2022
<b>Sprint 2</b>	Extracurricular activities Data Migration Reports and Dashboards Parent Portal setup	
<b>Sprint 3</b>	Transports Services Data Migration Reports and Dashboards Parent Portal Technical Design	
<b>Sprint 4</b>	Canteen Services Data Migration Reports and Dashboards Parent Portal Visual Design	
<b>Sprint 5</b>	Parent Portal implementation	
<b>Sprint 6</b>	Import Registrations	
<b>Sprint 7</b>	Optimisation I All services	
<b>Sprint 8</b>	Optimisation II Weekly update from production with configuration from test All services	

## 4. Education Matters

### A. Nursery & Primary Cycle - CEP&M

#### Members of the Administrative Board

- Maija KNUTTI (FI Woluwe) – Working Group Co-Coordinator
- Nicolas LACROIX (FR Evere) – Working group Co-Coordinator
- Ulrike STOROST (DE Evere)
- Ursula HÖNICH (DE Evere) – Back up
- Alexander CORNFORD (EN Evere)
- Andrew Janis FOLKMANIS (EN Woluwe) – Back up
- Maija KNUTTI (FI Woluwe)
- Nicolas LACROIX (FR Evere)
- Monika BARABASZ LOPEZ (FR Evere) – Back up until 14<sup>th</sup> September 2023
- Christian VISANI (IT Evere)
- Eleonora APPONI BATTINI (IT Woluwe) – Back up
- Elita PETRAITIENĖ (LT Woluwe)
- Andrea GRGIĆ (NL Woluwe)
- Pim GESQUIERE (NL Woluwe) – Back up
- Célia ALVES RODRIGUES (PT Woluwe)
- Catarina DUARTE GOMES (PT Woluwe) – Back up
- Vincent CATOT (SV Woluwe)
- Johanna SCHULYOK (SV Woluwe) Back up until 14<sup>th</sup> September 2023

The Education Council for the Primary and Nursery (CEP&M) is composed of the school deputy directors for Primary and Nursery and their assistants of both sites (Woluwe and Evere), elected representatives of the teaching staff, and the APEEE. Woluwe and Evere sites have common CEP&M meetings, with management information being split in joint as well as specific interests. Meeting minutes are drafted by the school and, upon approval by all attendees, circulated to the entire school community via an attachment to the weekly communication e-mails by the school Director.

The role of CEP&M is to include feedback from all stakeholders and to work in dialogue towards a good school environment. The APEEE CEP&M Working Group consists of representatives of all language sections at EEB2 that are represented in the APEEE Board. They collect issues and concerns from their respective sections via the class representatives' network. The Working Group discusses these concerns and decides which of them should be formally raised at CEP&M meetings with the school management and the representatives of the teaching staff.

Topical issues for the year 2023 were the temporary move of P1/P2 classes from the Woluwe site to Evere from the beginning of the school year 2023/24 until the autumn holidays and the construction works at the Woluwe site. Another important topic was the new Friday timetable for Nursery/P1/P2 pupils. From the beginning of the school year 2023/24, Fridays followed the same timetables as Wednesdays. The reason for the update was the harmonisation of timetables with the other European Schools of Brussels and the efficient effective allocation of educational time. The CEP&M working group sought to ensure the changes were as smooth as possible for all stakeholders and that information was shared with the parents.

The priorities of the CEP&M working group in APEEE concerned, amongst others, improving interaction between school and parents and creating more possibilities for parents to visit the school sites. The working group aimed also to improve the cooperation between the Woluwe and Evere sites as well as between the Primary and Secondary cycles. The working group wanted to highlight the importance of

sustainability education, the appropriate use of digital tools and the practicalities of formative assessments. Along with the educational issues the working group strived to bring issues dealing with wellbeing and antibullying to discussions.

CEP&M meetings were held in March, June, October and December 2023. The agenda covered mainly pedagogical issues and aspects of the wellbeing of children at school, at times also the impact of infrastructural constraints on school life. Besides regular updates from management on pedagogical initiatives and events the topics for discussion were, inter alia:

- Temporary move of Woluwe P1/P2 classes to Evere and construction works at Woluwe
- Parents' visits to the school sites and participation in events and celebrations
- Digital portfolio
- Differentiation in teaching, use of smartphones and smartwatches
- New homework policy
- Functionalities, safety and surveillance in the schoolyards during breaks
- Merged classes
- Wellbeing policies
- Plans and practicalities of the school trips

## B. Secondary Cycle – CEES

### Members of the Administrative Board

- Catarina DUARTE GOMES (PT Woluwe) - Working Group Coordinator
- David ZELINGER (DE Woluwe)
- Maija KNUTTI (FI Woluwe)
- Monika BARABASZ LOPES (FR Evere) – until 14<sup>th</sup> September 2023
- Nicolas LACROIX (FR Evere) – Back up
- Eleonora APPONI-BATTINI (IT Woluwe)
- Francesca TUDINI (IT Woluwe) – Back up
- Elita PETRAITIENĖ (LT Woluwe)
- Pim GESQUIERE (NL Woluwe)
- Andrea GRGIĆ (NL Woluwe) – Back up
- Catarina DUARTE GOMES (PT Woluwe)
- Célia ALVES RODRIGUES (PT Woluwe) – Back up
- Peter EDLIND (SV Woluwe)
- Vincent CATOT (SV Woluwe) – Back up

The CEES is the main stakeholder forum to discuss emerging issues in the Secondary cycle, including the organisation of school life, pedagogical and wellbeing matters.

CEES meetings are chaired by the Deputy Director for Secondary (Ms Verwilghen), supported by the Assistant to the Deputy Director (Ms Meeus). Teachers, pupils and parents are represented by four members each. Occasionally, other members of the staff are invited to provide information on specific topics. The discussions in CEES feed into the School Advisory Board (SAC) and the Administrative Board (CA). Meeting minutes are drafted by the school and, upon approval by all attendees, circulated to the entire school community via an attachment to the weekly communication of the school Director.

The Secondary Education Group of the APEEE Board - in which all language sections are represented - prepares parents' position for CEES meetings. The group is convened ahead of each CEES meeting to discuss input collected by section representatives and to agree on the points to be then raised by APEEE at the CEES. Parent section representatives regularly collect and channel input from their section's class representatives to the Secondary Education Group. The APEEE is generally represented at the CEES meetings by the Vice-President for Pedagogical Affairs, the CEES Coordinator and two other Board members on a rotational basis.

In 2023, five meetings took place on 17 January, 13 March, 25 May, 19 October and 7 November.

During the year, important issues were raised by the APEEE during CEES meetings: overcrowding, wellbeing of pupils, organisation of school trips, staffing, teachers' absences and replacements, organisation of B-tests and exams. A summary of the main issues is presented below.

### Overcrowding

The rising overpopulation of our Secondary cycle continues to be the most worrying issue and has been discussed in all CEES meetings. Multiple examples of the severe impact of overcrowding on the education of Secondary students and their wellbeing were provided: lack of classrooms for both normal and learning support classes; jammed corridors and an insufficient number of restrooms, both causing late arrivals to classes; lack of space for exams; re-organisation of *préaux*, etc. Overpopulation has a damaging impact on pupils' and teachers' wellbeing, safety, security and, last but not least, the ability to deliver the curriculum. School management and parents' association are worried about the worsening schooling conditions for both our children and their educators.



## Wellbeing

Pupils' wellbeing was discussed in all CEES meetings. New policies were introduced/updated by the school management. Prior to their publication, APEEE representatives were invited to provide input which was taken on board.

- Homework Policy (March 2023)
- Substance abuse policy Secondary (Updated in June 2023) – *“Drugs Prevention Conference organised on 25<sup>th</sup> April by the Parents’ Association”*
- Secondary smartphone policy (Updated in June 2023) – *“Social Media Conference organised by the school on 24<sup>th</sup> April”*
- FLAG Policy – Policy against sexually transgressive behaviour (September 2023)
- Child protection policy (foreseen for next year)

The APEEE is invited and attends the meetings of the Wellbeing Advisory Board (WAB), a working group of the CEES in which draft policies are being discussed with school management, pedagogical advisors, teachers, students, and parents.

For next year, the APEEE will work closely with the school management on the organisation of conferences on Smartphone policies.

## Organisation of school trips

School trips are organised for all Secondary classes, including mandatory trips for S2 and S6 students. The organisation of mandatory trips was discussed in several CEES meetings, especially the trip costs and the travel arrangements (by bus due to a temporary flight ban). The APEEE requested enhanced communication by the school management to parents.

## Staffing

Finding teachers for some sections, especially DE, and subjects, such as mathematics, chemistry, and physics, is getting more and more difficult. Some Member States cannot find teachers for secondments anymore. Finding qualified teachers to be recruited locally is becoming an issue. APEEE representatives closely followed this worrying trend also in CEES meetings.

## Teachers' absences and replacements

Teachers' absences were discussed in the May and October meetings. Some sections are facing important chronic teachers' absences such as the DE section for which the Member State is not sending teachers anymore to the European Schools. Other sections have a shortage of teachers, and the school management has difficulties contracting teaching resources locally.

## Organisation of B-Tests and Exams

A new organisation of B-Tests was proposed by the Secretary General of European Schools for the 2023-2024 school year (only 2 B-tests instead of 4 B-Tests in a year). Pre-Bac chemistry issues raised in January (issues in the IT and FR sections) were discussed. S4, S5, S6 and BAC results were presented by the school management in the October meeting (average achievements per section).

Other items were also raised or presented, such as:

- S1, S2 and S3 results by subjects
- PISA Results (presented at large by school management to parents on 5<sup>th</sup> June)
- Request of grades being displayed in SMS My School (as of September 2023)
- Statistics on repeating letters
- Guided tour of the school

- Life skills statistics

## BAC Support

Every year, InterParents follows closely the organisation of the Baccaureate (BAC) exams and discusses remarks from 57 parents on different topics during the exams. A specific BAC support group is composed of volunteer experts and APEEE members, including two members from EEB2. The group supported parents and pupils seeking clarifications, gathered complaints and brought them to the attention of InterParents representatives. They in turn had regular meetings with the Head of the BAC Unit and engaged in in-depth discussions with the relevant stakeholders.

In the 2023 European Baccaureate session, 271 students from EEB2 sat for the examination, constituting a part of the 2652 candidates from 13 European Schools and 12 Accredited Schools. The overall success rate was 99,63%.

The main issues raised for the BAC 2023 were:

- Lack of harmonised translations among the examination papers
- Divergence from the curriculum
- Unexpected levels of difficulty and inappropriate teaching of the subjects
- Concerns about local conditions with a systemic impact (absence of teachers) that hampered a smooth preparation and/or examination process, including for students with special arrangements

For all schools, 165 complaints (tickets) were received, the biggest number for Math5 (56), followed by Math3 (35) and Economics (29). Every year the BAC Unit decides whether to accept changes in the marking. The Annual BAC Report 2023 will be published in early 2024 on the website of the [Office of the Secretary-General of the European Schools \(eursc.eu\)](#).

## 5. Additional Working Groups

### A. Budget Working Group

#### Members of the Administrative Board

- Albert RÄDLER (DE Woluwe) – Working Group Coordinator
- Célia ALVES RODRIGUES (PT Woluwe)
- Eleonora APPONI-BATTINI (IT Woluwe)
- Monika BARABASZ LOPES (FR Evere) - until 14<sup>th</sup> September 2023
- Peter EDLIND (SV Woluwe) - until 14<sup>th</sup> September 2023
- Pim GESQUIERE (NL Woluwe) - until 23<sup>rd</sup> October 2023
- Andra GRGIĆ (NL Woluwe)
- Francesca TUDINI (IT Woluwe)
- Wolfgang MÜNCH (NL Woluwe) - until 14<sup>th</sup> September 2023
- Monika SZULYOVSKY (DE Woluwe)
- David ZELINGER (DE Woluwe)

#### Members of the APEEE Staff

- Anja GALLE – APEEE Director
- Erwin VAN DIJCK – Finance & Administration Manager
- Julien DANAN – Finance & Administration Manager
- Agnieszka JEAN VILLANUEVA – Extracurricular Activities Manager
- Hong Ha NGUYEN – Transport Manager
- Paul ORLOVSKI – Canteen Manager

Last year, the Budget Working Group met regularly to discuss (amongst others) the following topics:

- The financial accounts for services (extracurricular activities, transport and canteen) for the 1<sup>st</sup> quarter 2022-2023 (meeting of 15 March 2023) and second quarter (meeting on 2 May and 22 May 2023)
- Review the subsequent versions of the budget and evolution of pricing for the school year 2023-2024 (21 June, 3 October and 16 October 2023)
- Establishing the Financial accounts 2022-2023 (21 June, 3 October, and 16 October 2023)
- Preparation of Board decision for anticipating the indexation for the transport service (15 March 2023)
- Requests for financing from the Social Fund
- Preparation of Board decisions on substantial IT projects (20 October 2023)

### Financial Report 2022 – 2023

#### Overall Result

The Budget 2022-2023, as approved by the 2023 Annual General Meeting (AGM), foresaw a positive result of 183,392.81 €. The final result of the 2022-2023 financial year was 392,936.22 €.

The positive result largely comes from the Canteen Service (279,061.01 €), Transport (102,647.73 €), and General Affairs (12,085.59 €). The Extracurricular Activities this year tabled a small deficit of -11,231.62 €.

The positive result from the Canteen Service results from a higher revenue than expected, since the school did not need to use of the canteen area for exams in June. The school only used the canteen area for the exams in December. This resulted in a higher revenue than expected.

The positive result from the Transport Service results from more registrations for transport than anticipated and lower costs concerning the bus supervising staff.

The small deficit of the Extracurricular Activities is partially due to the fact that parents were able to unregister at any time during the school year and receive a credit note for the unused period of the trimester. In the past, the parents were invoiced for the entire school year and they did not receive a credit note when they unregistered. Because of the change in the IT platform and while awaiting the

introduction of the new system, parents could unregister and receive a credit note. Once the new invoicing system is implemented, parents will be invoiced per trimester and will have the opportunity to cancel an activity with the option to make a change to another activity. However, it will no longer be possible to receive a credit note for the rest of the unused trimester in case they have not chosen another activity.

## Social Fund

In 2022-2023 a total of 4,770.69 € was spent out of the Social Fund. The most important was the contribution to the Model European Council *MEC* (1,400.00 €) and the Opera InCanto Project (1,010.00 €). Other projects financed through the social fund were Teachers Day, Help for Ukraine, Contribution to Science Symposium and individual interventions.

## Level of Reserves

The level of APEEE reserves increased by almost 200,000€ and amounted at the end of 2022-2023 to 1,830,170.96 €. The estimated amount of liabilities in the event APEEE needs to wind-up is 2,308,961.69 €. The Board will propose to the AGM to vote upon the allocation of the 2022-2023 result of 392,936.22 € to the reserves to better match the reserves with the amount of liabilities.

Stricto sensu, there is no legal requirement to establish legal reserves, but there is a policy prescribing to act with due diligence, therefore, to set reserves in case of unforeseen crisis. In case of a crisis, the APEEE could be held responsible for not acting with due diligence.

## Draft Budget 2022 – 2023

### General Assumptions

The draft budget 2023-2024, to be voted upon by the AGM, was approved at the Board meeting on 24 October 2023. The draft budget 2023-2024 is based on:

- The known figures of September and October 2023 regarding the registration of APEEE services:
  - Transport: 2.936 subscriptions in 2023-2024 vs. 2.867 in 2022-2023
  - Canteen Woluwe: 2.262 students enrolled in 2023-2024 vs. 2.359 in 2022-2023
  - Canteen Evere: 604 students enrolled in 2023-2024 vs. 472 students in 2022-2023
  - Extracurricular Activities: in 2023-2024 there are 3.550 subscriptions and 357 classes vs. 3.319 subscriptions and 363 classes in 2022-2023
- The impact of general trends: inflation, price increases of fuel and food, salary indexation under Belgian law of staff hired by the APEEE and staff provided by external service suppliers (APEEE own staff, canteen staff, bus supervisors, extracurricular activities instructors etc).
- Planned investment to improve IT environment (Salesforce project, new Secured Zone).

### Price Setting for Services Provided by the APEEE

On 28<sup>th</sup> June 2023, the APEEE communicated to parents a range of the increases to be expected for the pricing for the services in 2023-2024, specifically:

- Canteen service Woluwe: expecting a price increase between 5% and 7%;
- School bus service Woluwe & Evere: expecting a price increase between 13% and 16%;
- Extracurricular activities Woluwe & Evere: expecting a price increase between 3% and 6%.

The final price increase for the APEEE services for the school year 2023-2024 was approved by the Board meeting on 24<sup>th</sup> October 2023 and was communicated to the parents on 8<sup>th</sup> November 2023. The prices evolved as follows:

- Extracurricular activities: increase of 6 %;
- Canteen services Woluwe: 0 %;
- Canteen services Evere: increase from 6.90 to 6.95 € per meal;

- School bus service: increase of 17,37 %. However, there already had been an anticipated increase in 2<sup>nd</sup> semester. It is suggested to set the price at 2,231.55€.

## Main cost increases by service

### Extracurricular Activities

- Staff costs are higher due to the hiring of an additional 8 operational staff members following the temporary move to Evere of P1 & P2 and the new Friday afternoon schedule. Following the timetable modification (half-day on Fridays), the hours are longer – the supervisors start working at 12:00 instead of 15:00 on Fridays.
- Fewer registrations for P1 & P2 students due to the temporary move to Evere. Needs to be seen, whether the registrations go up again with the anticipated return to Woluwe.
- The total number of available activities has remained the same as last year, but the overall percentage of occupancy of the group activities has decreased slightly. This means that there are fewer children registered per group activity.

### Transport

- The project to add additional supervisors on the 2<sup>nd</sup> departure buses in the afternoon for safety and security reasons and Primary *rattrapage* classes (if there are available seats).
- Shuttles and extra buses were needed during the temporary move to Evere.
- 70 registrations more than expected and 2 extra buses, to allow for shorter routes.
- 2 additional buses were requested for Evere due to parents' complaints about the schedule.

### Canteen

- The staff costs are slightly lower due to the taking over of staff costs for sick leave absences. More income is generated due to the early return of the P1 & P2 pupils to Woluwe.
- In view of this year's surplus and after assessing the moderate price increase over the last months the Board decided to maintain the prices at last year's level.

## B. Wellbeing Working Group

### Members of the Administrative Board

- Célia ALVES RODRIGUES (PT Woluwe) - Working Group Coordinator
- Catarina DUARTE GOMES (PT Woluwe)
- Andrea GRGIĆ (NL Woluwe)
- Pim GESQUIERE (NL Woluwe)
- Maija KNUTTI (FI Woluwe)
- Elita PETRAITIENĖ (LT Woluwe)
- Alberto TOSO (DE Woluwe)
- David ZELINGER (DE Woluwe)

Wellbeing and mental health issues are extremely important societal challenges and even more so in our school due to the overcrowding and the miscommunication that might arise with cultural diversity. The entire school community has a role to play when it comes to wellbeing and preventing mental health problems. It is scientifically proven that when parents are engaged in their children's school activities, the children tend to get better grades, choose healthier behaviours, and have better social skills.

In 2023 a dedicated working group for wellbeing was created. The group has links with other working groups and provided input to CEP&M, WAB, and the Health and Safety group.

In 2023, concerns were raised about an unwritten practice related to denying access to all APEEE services following unpaid bills for one of the services. According to this practice, several reminders are sent to the families concerned, payment plans can be proposed and in case the parent continues to refuse to pay after that, access to the APEEE services can be denied as of a certain date.

To address the potential impact on children and to prevent them from being used as a means to collect a debt, the Board has decided to work on another policy that avoids negative impacts on children whilst ensuring the financial sustainability of the APEEE Services. These topics were raised at the appropriate forums, in which representatives of the school are present (CEP&M and Health and Safety Council).

The working group also provided advice on educational support matters to individual parents, upon their request. Particular care was given to the personal data of families. Board members were instructed on how to deal with information on families receiving educational support.

Furthermore, the group reflected on how the APEEE, as a service provider, could have clearer procedures to deal with parents' suggestions, complaints and disputes and strive to put the family's needs first.

In 2024, the working group will continue to promote the understanding of invisible disabilities, avoid discrimination, and draft a complaint policy for the APEEE services together with the Statutes working group. Following the October 2024 Wellbeing Advisory Board (WAB) meeting the group will also assist the school with drafting a policy relative to the use/non-use of mobile phones for the S1, S2 and S3.

## C. Communications, Welcome Activities & School Community Building Working Group

### Members of the Administrative Board

- Johanna SCHULYOK (SV Woluwe) – Working Group Coordinator until 14<sup>th</sup> September 2023
- Monika SZULYOVSKY (DE Woluwe) – Working Group Coordinator as of 14<sup>th</sup> September 2022
- Célia ALVES RODRIGUES (PT Woluwe)
- Eleonora APPONI-BATTINI (IT Woluwe)
- Vincent CATOT (SV Woluwe)
- Alexander CORNFORD (EN Evere)
- Catarina DUARTE GOMES (PT Woluwe)
- Ursula HÖNICH (DE Evere)
- Elita PETRAITIENĖ (LT Woluwe)
- David ZELINGER (DE Woluwe)

### Members of the APEEE Staff

- Anja GALLE – APEEE Director
- Clémence EUGENE – Communication Officer

In 2023, the Communication working group continued working with the Welcome Activities and the School Community Building working groups under its umbrella.

One of the main focuses of the working group is to have continuous, open communication between the APEEE and the parents' community. This communication flow is two-way, as it is essential to this sort of organisation – parents should not only be informed about APEEE activities, but should play an active role, too, and thus should be granted the tools to convey their views, feedback, and requests. E-mailing continues to be APEEE's most used means of communication, with messages sent to all parents or, as the case may be, to certain specific groups.

The APEEE newsletter is released once a month over the school year, and it aims to give an ample overview of school life, spanning from overarching issues such as the conditions of locally recruited teachers or overcrowding to practical information regarding the APEEE's services, electric buses, the new secured portal implementation, but also supporting student initiatives, such as the S6 mini enterprises, university choices, school projects, as well as workshops organised by the APEEE. All newsletters issued in 2023 can be found at [WoluwInfo](#).

The APEEE also manages the Facebook page and the website. The website remains an important source of information on the association's services and activities. The APEEE invites parents to visit it regularly to find daily information.

In spring, the APEEE initiated two surveys. The first survey addressed the temporary relocation of Woluwe P1 and P2 classes to Evere and sought input on preferred transportation options during that period. The second survey focused on determining the desired extracurricular activities for Friday afternoons, taking into consideration the new Friday afternoon schedule for all Nursery, P1 and P2 pupils starting from the 2023-2024 school year.

In 2023, with the welcome cooperation and support of the school management, the APEEE successfully resumed on-site events.

In April 2023, two workshops were organised. These workshops aimed at guiding parents, teachers and educational teams through the intricacies of drug prevention strategies and the responsible use of



social media. The events provided essential tools to provide a supportive environment for growing children.

On the first day of the school year 2023-2024, the APEEE hosted a welcome coffee for new parents at the Woluwe site. This event's aim was to introduce the APEEE organisation itself and address any questions participants might have.

Throughout the year, the APEEE also organised online get-togethers for class representatives to allow for questions and exchanges of ideas/thoughts, such as the intersectional meetings for Nursery and Primary cycle in June 2023.

In January 2023, upon the initiative of a group of parents, the APEEE was very happy to collaborate with ADHD, ASC & LD Belgium and Dyspraxie.lu to organise a dedicated workshop on how tablets help alleviate barriers to learning for DYS students. This workshop highlighted the potential of technology to transform the learning experience for DYS students. The event served as a forum for parents, educators and pupils to collaborate, and exchange ideas, expertise and experiences to enhance their education.

In 2023, the Footfest was, at last, resumed at EEB2. The APEEE was involved in the selection of the charitable projects that would receive the proceeds from the event. Members of the Community Building actively contributed to the organisation of the Footfest Tombola, acquiring the prizes, participating in the draw of winners, and distributing prizes throughout the day.

The APEEE continued its cooperation with the school in the Students' Mobility Program facilitating the whole process, by answering questions from concerned families and liaising with APEEEs colleagues at other European Schools.

On Teacher's Day, the APEEE joined the initiative of the school management and offered little treats – such as tea and cookies– to the teachers on both EEB2 sites in acknowledgement of the dedicated efforts they endeavour in their schoolwork. Part of the budget was used for a donation to an organisation supporting teaching in Belgium with the aim of reducing education inequality.

In preparation for the P5 ski trip in February 2024, a Community Building member organised a second-hand sale of ski clothes and gear. This initiative allows parents to limit additional expenses and contribute to a more eco-sustainable and circular economy.

The APEEE regularly updated the website concerning all the services as well as the educational issues to help parents easily find answers to practical questions.



## D. Health, Safety & Security Working Group

### Members of the Administrative Board

- Alberto TOSO (DE Woluwe) - Working Group Coordinator
- Eleonora APPONI-BATTINI (IT Woluwe)
- Andrea GRGIĆ (NL Woluwe)
- Célia ALVES RODRIGUES (PT Woluwe)
- Pim GESQUIERE (NL Woluwe) as of 18<sup>th</sup> October 2023

### Members of the APEEE Staff

- Anja GALLE – APEEE Director
- Hong Ha NGUYEN – Safety Advisor
- Clémence EUGENE – Back up Safety Advisor

### 2023 Mission

*"The protection of health, safety and security is a core value of the European Schools system. 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. The group also works on improving risk management and collaborating with the school for mitigating common risk factors".*

### Introduction

The name of this working group was originally "Safety, Security, Health and Wellbeing". Given the material importance and the heavy weight of these four topics, the Board decided, in February 2023, to restructure its competence, keeping "Health" within the portfolio of this working group, and establishing an ad hoc "Wellbeing" working group.

Since its establishment, the Health, Safety & Security Working Group (WG) met on average once a month (except in July and August) for a total of 7 times.

### A. Work programme

The WG set up a new working programme and wherever possible, it dealt with the three topics brought forward from the 2022 coordination.

To those topics, the WG added more topics raised by the 2023 Board members and by class representatives. It also dealt with topics raised individually by parents reaching out the WG members by email or in person.

### B. Work methods

**Pragmatism and Transparency:** the working Group worked as an advisory committee to the APEEE Board under the principles of pragmatism (concrete solutions to be found quickly in the interest of the students and their families), subsidiarity and transparency, holding its meetings online on Fridays at lunchtime for one hour and sharing the necessary information among the members. Meetings of the WG have always been open to those Board members wishing to participate.

**Collegiality in dealing with cross-cutting topics:** in dealing with cross-cutting topics (for example, those including well-being and canteen, such as allergies and evacuation exercises, or safety and security on school busses), the WG has interacted and/or invited to its meetings the coordinators of the concerned WG.

**Open dialogue with the school management to find rapid and concrete solutions:** representatives of the school management or staff, including the school Director, the two Deputy

Directors of the Primary, the Deputy Director for Finance and the Prevention and Security Advisor as well as relevant stakeholders (managers of APEEE services, etc), were constantly involved, invited to the HSS meetings and WG meetings where the agenda was relevant to their field of responsibility.

### C. Status of the open files brought forward from the 2022 coordination

**Reinforcing the safety exit from the canteen:** a joint evacuation exercise under the coordination of the school security advisor was carried out in May 2023, the implementing measures to channel the evacuation are in progress.

**Adaptation of the entrance gate for bikers:** work in progress in the school's "Comité Santé Sécurité".

**Immunity agreement" between ES and Host States (BE-LUX-Spain):** under discussion.

### D. Status of the points on the 2023 working group programme

1. Allergies and implementation at school of the Belgian legislation: the school engaged to discuss the implementation of *circulaire* 4888 from 2014 and to put in place reasonable accommodation measures towards children with allergies. As allergies are considered a disability, the school has to comply with Belgian health and safety rules.
2. Precarious situation of hygiene, safety (lack of adequate doors) and proper functioning of the Secondary school toilets already in the early morning: The school reinforced the frequency of the rounds of the cleaning team in the Secondary since May 2023. Since October 2023, the school requested the cleaning team to fill in a table with the time of each cleaning intervention. To contrast vandalism acts, more resistant equipment has been purchased, (like toilet paper dispensers in metal) in November 2023 and be installed soon. If the security and the new equipment will prove to be effective against vandalism, the existing flipping doors will be replaced by standard doors.
3. Overcrowding: risk assessment for the safety and (mental) health, a dedicated Task force "Overcrowding" has been set up by the Board.
4. Presence of asbestos in the old NATO site to be demolished. File not discussed.
5. Urban development plans of Brussels for such NATO site and the surrounding area: discussion in progress "Project de Plan d'Aménagement Directeur Défense" (PAD) – impact on the Evere school site.
6. Parents' school badge (with no photo) to access school premises: The WG requested to provide parents with a school badge with their photo on it, and it was accepted by the school.
7. Ergonomic workplace (desks, space allocation) for students and the APEEE staff. The OIB and other Institutions, like the European Parliament on request of the HSS WG, have contributed by delivering more modern desks stricken off their inventory.
8. Outdoor toilets for the children located in the bus parking used by kids without supervision.
9. The traffic situation in front of both Woluwe and Evere sites is 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. Work in progress.
10. The safety of the new bike parking at the Woluwe site (mixed access with cars, gives way into a public road with cars and public transport) a new lane dedicated to bikes was opened in September 2023.
11. 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 the works is missing. On November 8<sup>th</sup> 2023, the renovation works were completed and pupils came back to Woluwe, and the school confirmed the absence of asbestos.
12. The school ought to enhance its approach to tackling bullying by implementing proactive initiatives such as project days and preventive measures – whilst Nursery 1 and 2 children may be considered too young, it is crucial to recognise that addressing the issue becomes increasingly significant as they grow older. Bullying and peer discrimination in the Primary cycle have been jointly discussed with the Wellbeing WG.

13. Electric installations to be replaced in Woluwe: work in progress.
14. Terrorism trials and the future purpose of the Justitia building are under discussion. The school management is waiting for further information from the competent Belgian authorities.
15. Second security staircase in the canteen (Woluwe): work in progress.
16. Discussions on enhancing preventive health care within the school (through the nurses) focusing on better-informing parents about the availability of certain vaccinations for certain age groups (e.g., free PHV vaccination available also for boys) to start in December.

#### **E. Other points discussed by the working group**

1. Canteen issues: allergies, specific diets, reduced time for eating, lift out of order for deliveries, excessive noise inside. The APEEE Board adopted the WG proposal to carry soon an external and independent audit, focused on assessing the implementation of the policy on allergies and to measure the level of noise, likely to be performed in December 2023. The Canteen Committee will be reinstalled by the Canteen coordination to fill in the gap since it had been dismissed in 2017.
2. Parents Extranet: the school IT specialist and the DPO accepted the HSS WG's request to add a password to log into the parental extranet. Discussions started in March 2023 and the authentication with a password was implemented in November 2023.
3. The fences in EVE: After the evaluation of the fences in EVE, the HSS WG was told this is a matter to deal with the EU Commission. Work in progress.
4. First aid during the extracurricular activities: school staff (nurses) is not available after a certain hour on the school site, while APEEE extracurricular activities are still ongoing. This represents a serious risk factor for students who might need immediate first aid (allergies to insects, food, accidents, etc). During the HSS WG meeting in November, the school Director agreed to put at the APEEE's disposal the Nursery room ("*Infirmierie*") after school hours, where a nurse employed by the APEEE can ensure a service outside school opening hours, at the expenses of the APEEE. A practical agreement is to be discussed further regarding the use of furniture, equipment and where to store personal data files.
5. Security on APEEE buses: routes were removed from the public APEEE website. Discussions were conducted internally among pertinent stakeholders to enhance security measures and address any potential risks.
6. Security measures after the terrorist attacks: A letter was addressed to Commissioner Hahn calling for reinforced security measures after the October 16<sup>th</sup> terrorist attacks in Brussels. The APEEE and the school will discuss these measures with the Commission and the Prevention and Security officers, to update the current rules which date to after the 2016 attacks. A balance should be found between the position of those parents who want the school to allow more proactive participation of parents in school life and those parents who prioritise security and restricted access.

## E. Statutes Update Working Group

### Members of the Administrative Board

- Pim GESQUIERE (NL Woluwe) - Working Group Coordinator
- Francesca TUDINI (IT Woluwe)
- Eleonora APPONI-BATTINI (IT Woluwe)
- Célia ALVES RODRIGUES (PT Woluwe)
- Elita PETRAITIENĖ (LT Woluwe) - until 24<sup>th</sup> October 2023
- Andrea GRGIĆ (NL Woluwe)
- 4 additional volunteer parents

Belgium enacted a new Companies and Associations Code in February 2019 which applied as of 1st May 2019 and has wide-ranging consequences for all types of companies and associations. To be compliant with the law, the Board requested Maître Parsa's legal advice on the legal requirements to comply with the CSA. Maître Pasa submitted her legal advice in May 2022. To prepare for the revision of the statutes, the Board created in February 2023 a Working Group Statutes Update. In March 2023 the Working Group was expanded through the inclusion of parents who are not Board members. In April 2023, the Board provided the Working Group with a two-step mandate:

*Step 1: The revision of the statutes to be legally compliant with the requirements set out by the Belgian Code of Companies and Associations of 2019 and keep the changes to the minimum.*

*Step 2: Once Step 1 is completed, the WG will start with a modernisation of the statutes. Step 2 will also consolidate the changes made during Step 1.*

The statutory changes required by law were more complex than anticipated. The level of changes required to the statutes can be assessed through [the background note](#) and [the comparative table](#) provided to the board for the preparation of the extraordinary general assembly. As a result of the level of changes required in step 1, the Working Group was not able to move to Step 2, the modernisation of the statutes.

In addition to making the statutes legally compliant with the law, the Working Group prepared for the Board in preparation for Board decisions:

- A background document with possible options on the interpretation of "simple majority" (art. 15) in the current statutes
- A background document with possible options for a name change for the association.

The Working Group needed to meet 25 times over six months to align the statutes with the law and address any other legal and statutory concerns as required.

On 7<sup>th</sup> December 2023, an Extraordinary General Assembly was held to vote for the new Statutes. All articles received the required 2/3<sup>rd</sup> majority, and 4/5<sup>th</sup> majority for resolutions 4 and 9, except for articles 14 and 17. This means that the APEEE will not fulfil all legal requirements as of 1<sup>st</sup> January 2024 and will have to remedy this situation.

## F. Task force: Overcrowding

### Members of the Administrative Board

- Andrew Janis FOLKMANIS (EN Woluwe) - Working Group Coordinator Until 14<sup>th</sup> September 2023
- Vincent CATOT (SV Woluwe) - Working Group Coordinator as of 14<sup>th</sup> September 2023
- Célia ALVES RODRIGUES (PT Woluwe)
- Catarina DUARTE GOMES (PT Woluwe)
- David ZELINGER (DE Woluwe)
- Elita PETRAITIENĖ (LT Woluwe) Until 23<sup>rd</sup> November 2023
- Alberto TOSO (DE Woluwe)
- Ulrike STOROST (DE Evere)
- Monika SZULYOVSKY (DE Woluwe)
- Andrea GRGIĆ (NL Woluwe)
- Pim GESQUIERE (NL Woluwe)
- Bettina SCHMIDBAUER MOGENSEN (DE Woluwe)
- Ursula HÖNICH (DE Evere)
- Francesca TUDINI (IT Woluwe) Until 23<sup>rd</sup> November 2023

Tackling overcrowding in Woluwe remains a priority for the APEEE and the parent community. The main goal of the task force is to inform parents regarding the overcrowding in Secondary in Woluwe and its impact on the whole school.

The task force has therefore:

- Gathered information on the impact of overcrowding on students' health, wellbeing and school conditions
- Raised the issues with the key stakeholders/ in the key meetings (for example with the school director and with the General Secretary), also in response to students' parents' initiatives
- Started working on a document providing a synthetic state of play on overcrowding to the parents' community and reflections on possible solutions
- Analysed the envisaged zoning changes for the NATO site and surrounding area ("Project de Plan d'Aménagement Directeur Défense" PAD) and its impact on the Evere school site, with a view to participate in the public consultation and raise the issue with relevant stakeholders

Given the horizontal implications of overcrowding, it is also regularly mentioned in other WG meetings and activities (for example Secondary, canteen).

## 6. APEEE Representation in Central Enrolment Authority

### Members of the Administrative Board

- |   |   |
|---|---|
| <p>APEEE representatives</p> <ul style="list-style-type: none"> <li>• David ZELINGER (DE Woluwe)</li> </ul> | <p>Back up</p> <ul style="list-style-type: none"> <li>• Andrew Janis FOLKMANIS (EN Woluwe)</li> </ul> |
|---|---|

The APEEE continued to represent all EEB2 parents in the Central Enrolment Authority (CEA). This administrative body takes decisions concerning admissions to the Brussels European Schools. Along with guidelines established by the Board of Governors (BoG), the CEA devises a draft enrolment policy for the schools for a subsequent BoG decision. Throughout the school year, the body also considers late enrolment and transfer applications, in accordance with the enrolment policy. Instructed by the BoG, the CEA also discussed and devised draft enrolment policy guidelines for 2024-2025, mirroring the BoG's decision on the future structure of language sections in the Brussels European Schools adopted in December 2022.

The scope of parents' representation in the CEA remained fairly limited since all Brussels APEEEs jointly hold only 1 out of 5 active memberships – and votes – in the CEA, with the other members being a representative of the Directors of the Brussels European Schools, a representative of the authorities of the Belgian State, the host country, a representative of the European Commission on behalf of all EU Institutions, and the Secretary-General of the European Schools<sup>1</sup>

## 7. InterParents

### Members of the Administrative Board

- |  |   |
|--|---|
| <p>APEEE representatives</p> <ul style="list-style-type: none"> <li>• David ZELINGER (DE Woluwe)</li> <li>• Ulrike STOROST (DE Evere)</li> </ul> | <p>Observers</p> <ul style="list-style-type: none"> <li>• Maija KNUTTI (FI Woluwe)</li> <li>• Andrew Janis FOLKMANIS (EN Woluwe)</li> </ul> |
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The APEEE remains an active member of InterParents, the umbrella association for the Parent Associations of all the European Schools and the 'voice of parents' on all aspects of governance of the European School System. Through InterParents, parents of all pupils are represented in the Board of Governors (BoG) of the European Schools, in the Budgetary Committee (BC), the Joint Teaching Committee (JTC), and its preparatory working groups.

InterParents convenes several two-day meetings a year to discuss issues of common interest and to develop common positions.

Representatives of the APEEE contributed to this work on educational and administrative reforms. In addition, they fostered a continuous mutual exchange of best practices among the 13 member associations.

In 2023, some of the issues addressed included, amongst others:

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<sup>1</sup> Rules of Procedure for the Central Enrolment Authority for the Brussels European Schools  
<https://www.eursc.eu/BasicTexts/2016-11-D-25-en-3.pdf>

- The follow-up to the report of the European Parliament on the reform of the European School System and the BoG's vision-mission reflections. There are calls for an independent review of the system
- Whole School Inspection: the review of the last cycle, and the preparation of the next one
- European School Language Policy and pedagogical reform
- Policies for students with special needs (SEN)/talented and gifted students
- The costs of mandatory school trips and the related Framework Contract set up by the Office of the Secretary General of the European Schools
- The celebration of the 70<sup>th</sup> anniversary of the European School system
- Infrastructure and funding
- Accredited schools are now 22, and 30% of the combined student population of the European School System/Accredited European Schools. Reflections are on-going on cost sharing/neutrality and quality assurance
- Support for the schools' requests for auxiliary staff, such as nurses, or administrators, so teachers can devote their time fully to teaching
- Support requests from locally recruited teachers for stable long-term contracts.