

February 2024 Board Meeting

Date: Tuesday 6th February 2024 from 19h to 23h10

Location: Teachers' Canteen Woluwe & Online (ZOOM)

Present in situ: Célia ALVES RODRIGUES – Sofia AMOR – Luca CARAPELLI – Catarina DUARTE GOMES – Andrew Janis FOLKMANIS – Pim GESQUIERE – Andrea GRGIĆ – Bruno LARANJEIRA – Elita PETRAITIENĖ – Albert RÄDLER – Fabricio SANTOS – Monika SZULYOVSKY – Francesca TUDINI – Jan VON PFALER – David ZELINGER

Present online: Pierre DEBAR – Sabrina FASOLI – Andrea HUTTERER – Alexia MIKHOS – Myriam PINI – Anja SEMMELRODT – Gabriella SKARA

Absent: Nicolas LACROIX

Others: Anja GALLE – Clémence EUGENE

Agenda Points.

1. Approval of the agenda

The Board discusses the evening agenda.

Decision: the agenda is approved.

2. Approval of the report (18/01 and 22/01)

Discussion on the minutes, and request to add the detailed votes to the anonymous votes.

Following a suggestion, the vote will be taken offline and go through a written procedure, noting the document can only be approved if unanimous, if not, the document will be up for a vote in March.

Discussion Points and Vote

1. School Development Strategy - Infrastructure

The school management has sent a message to the APEEE informing the association of their wish to create a working group called "Development Strategy – Infrastructure" composed of members of the school management, teachers, students and two members of the APEEE. The management suggested one Board member and 1 service representative. The Chair believes the seat should go to the overcrowding taskforce coordinator and suggests the coordinator of the taskforce to be the representative, with the APEEE Director.

The Board votes on Anja GALLE (APEEE Director) and Jan VON PFALER (Overcrowding Taskforce coordinator) as representatives in the school development strategy infrastructure working group.

As the voting involves names, the voting is anonymous. 21 votes for yes.

Decision: the Board approves Anja GALLE and Jan VON PFALER as representatives.

2. Working Group Priorities 2024

The working groups (Communications and Active Community, Health, Safety and Security, Canteen, Statutes Update, Wellbeing, Transport and Extracurricular Activities) have shared their priorities and mandates for the year 2024 with the Board. The coordinators take the floor to present their programme.

The Communications & Active School Community working group priorities are presented. Following discussion on specific items, it is agreed to remove the bullet point regarding the nomination of *“one board member per section responsible for communication to facilitate a more targeted communication if necessary”*.

The Board votes on the Communication & Active School Community priorities.

18 votes for yes (Pim Gesquiere, Monika Szulyovszky, Francesca Tudini, Gabriella Skara, Anja Semmelrodt, Célia Alves Rodrigues, Albert Rädler, Jan Von Pfaler, Bruno Laranjeira, Andrew Janis Folkmanis, Catarina Duarte Gomes, Fabricio Santos, David Zelinger, Andrea Grgić, Pierre Debar, Andrea Hutterer, Elita Petraitienė, Sofia Amor) and 2 votes for abstain (Alexia Mikhos, Luca Carapelli).

Decision: the Communications & Active School Community working group priorities for 2024 are approved.

The Health, Safety and Security priorities are presented. The Board discusses the items related to the access policy and a possible additional bullet point, addressing the inherent close collaboration with the other EEB and InterParents.

The collaboration with InterParents is inherently linked to the work on Health, Safety & Security. The working group will make a slight amendment to its mandate introduction *“The working group will follow up and investigate, in particular, on the following matters (not listed in the order of priority):”*

The Board votes on the Health, Safety and Security priorities.

17 votes for yes (Monika Szulyovszky, Alexia Mikhos, Sabrina Fasoli, Célia Alves Rodrigues, Jan Von Pfaler, Pim Gesquiere, Bruno Laranjeira, Andrew Janis Folkmanis, Catarina Duarte Gomes, Gabriella Skara, Fabricio Santos, Luca Carapelli, Andrea Grgić, Andrea Hutterer, Elita Petraitienė, Francesca Tudini, Sofia Amor) and 3 votes for abstain (Anja Semmelrodt, David Zelinger, Pierre Debar).

Decision: The Health, Safety and Security working group priorities for 2024 are approved.

The Canteen priorities are presented. The Board discusses the agreement between the European Schools and Parents' Associations on the roles and responsibilities in safety and security, the Board is provided additional information that other Parents' Associations have doubts and concerns and the Chair states he will wait before signing.

Action Point: the Chair to ask fellow APEEE Presidents who do not agree with the agreement to share the items they do not agree with and the specifics of their holding off.

The Board discusses amendments to be made to the mandate as well as to all three service working groups. Add to bullet number five the following paragraph regarding the complaint policy in collaboration with the Wellbeing working group and other working groups: *“Initiating the drafting of the complaint procedure for APEEE services in collaboration with the VP admin and all working groups. The group will ensure comprehensive feedback and agreement, including input from APEEE staff. After approval by the Board, the procedure will undergo review by the APEEE DPO and a consumer lawyer.”*

The procedure will serve as a unified umbrella policy for all services, with each service having a tailored section to address its specific needs."

As well as the modification to the last bullet point:

"To follow the financial procedures as established in the Delegation of Authority, to fulfil the role required in the preparation of decisions to be voted by the Board in collaboration with the Budget working group".

Following a disagreement on amendments to the mandate, the coordinator decides to remove the priorities from the voting, as the members do not agree on specific changes to the mandate.

Decision: The Canteen working group priorities are postponed to the next Board meeting.

The Statutes Update priorities are presented. The Chair invites the Statutes Update working group to propose to the Board a target schedule for articles 14 and 17 including the feedback mechanism, that shall be presented during the March Board meeting. Suggestion to organise the next Extraordinary General Assembly (EGM) at the latest before the election of the new class representatives (before the end of September 2024). A suggestion is made to have a first draft proposal in April for the Board to allow for discussion and have the Board vote at the latest in June – setting the date & location of the EGM.

Action point: the Statutes Update working group to prepare the target schedule.

The Board votes on the Statutes Update priorities.

15 votes for yes (Monika Szulyovszky, Sabrina Fasoli, Célia Alves Rodrigues, Albert Rädler, Jan Von Pfaler, Pim Gesquiere, Bruno Laranjeira, Francesca Tudini, Andrew Janis Folkmanis, Gabriella Skara, Fabricio Santos, Andrea Grgić, Pierre Debar, Elita Petraitienė, Sofia Amor), 1 vote for no (David Zelinger) and 5 votes for abstain (Luca Carapelli, Catarina Duarte Gomes, Myriam Pini, Anja Semmelrodt, Alexia Mikhos).

Decision: The Statutes Update working group priorities for 2024 are approved.

The Wellbeing priorities are presented. An amendment is made to the bullet point: *"Contribute to the school's review of the secondary smartphone policy for S1 to S3 involving the parents in their implementation in cooperation with the CEES working group".*

20 votes for yes (Francesca Tudini, David Zelinger, Monika Szulyovszky, Alexia Mikhos, Sabrina Fasoli, Myriam Pini, Célia Alves Rodrigues, Albert Rädler, Jan Von Pfaler, Pim Gesquiere, Bruno Laranjeira, Andrew Janis Folkmanis, Gabriella Skara, Fabricio Santos, Luca Carapelli, Andrea Grgić, Pierre Debar, Andrea Hutterer, Elita Petraitienė, Sofia Amor) and 1 vote for abstain (Catarina Duarte Gomes).

Decision: The Wellbeing working group priorities for 2024 are approved.

The Transport priorities are presented. The complaint policy amendment to be made to all 3 service working groups is to be added.

Add a bullet with the following paragraph regarding the complaint policy in collaboration with the Wellbeing working group and other working groups: *"Initiating the drafting of the complaint procedure for APEEE services in collaboration with the VP admin and all working groups. The group will ensure comprehensive feedback and agreement, including input from APEEE staff. After approval by the Board, the procedure will undergo review by the APEEE DPO and a consumer lawyer. The procedure will serve*

as a unified umbrella policy for all services, with each service having a tailored section to address its specific needs."

20 votes for yes (Francesca Tudini, Monika Szulyovszky, Sabrina Fasoli, Myriam Pini, Célia Alves Rodrigues, Albert Rädler, David Zelinger, Jan Von Pfaler, Pim Gesquiere, Bruno Laranjeira, Andrew Janis Folkmanis, Gabriella Skara, Fabricio Santos, Luca Carapelli, Catarina Duarte Gomes, Andrea Grgić, Pierre Debar, Andrea Hutterer, Elita Petraitienė, Sofia Amor) = 100%.

Decision: The Transport working group priorities for 2024 are approved.

The Extracurricular Activities priorities are presented. An amendment is requested to add precision to the point *"To analyse the evolution of costs in the last 8 years and assess possible impacts on registrations"* (adding) *"in cooperation with the Budget working group"*.

19 votes for yes (Monika Szulyovszky, Sabrina Fasoli, Anja Semmelrodt, Myriam Pini, Célia Alves Rodrigues, Albert Rädler, Jan Von Pfaler, Bruno Laranjeira, Andrew Janis Folkmanis, Francesca Tudini, Gabriella Skara, Fabricio Santos, Luca Carapelli, Catarina Duarte Gomes, Andrea Grgić, Andrea Hutterer, Elita Petraitienė, Sofia Amor) and 2 votes for abstain (Alexia Mikhos, Pierre Debar).

Decision: The Extracurricular Activities working group priorities for 2024 are approved.

The IT and Budget working groups and Overcrowding taskforce are invited to send the mandate to the board to allow for a vote on the 6th of March Board meeting. The Canteen mandate will be rediscussed in the working group and sent to the Board.

Action Point: coordinators to provide a publishable mandate to appear on the website.

3. **Date of the Annual General Meeting (AGM)**

The GASP meeting room at the Charlemagne Centre on the date of the AGM 2025 (21/01/2025) scheduled for January 2025, as approved during the Board meeting of the 22nd of January 2024, is not available. A new proposed date would be the 9th of January 2025 (which the APEEE Director has already booked, as the available slots are quickly booked).

The item will be discussed further offline.

4. **Authorisation for and management of the liquid funds**

The treasurer takes the floor to present a liquidity management proposal. The proposal reads *"the board approves placing up to 700 000€ on a fixed term account in the bank for release by March 15th, 2024 at the latest. Account shall have capital guarantee by the bank. In deviation from the applicable standard approval process (Delegation of Authority), the requirement for approval of the board minutes is waived"*

Following a discussion, a suggestion is made to add the forecast of the amount invested in the short term with the forecast of the expenses which the APEEE would cover. A question is asked on the expected earnings which would depend on the amount placed and interest rate but for 1.000.000€ it could amount to 3%. The Board proceeds to a vote.

The Board votes on placing up to 700 000€ on a fixed term account in the bank for release by March 15th, 2024 at the latest. Account shall have capital guarantee by the bank. In deviation from the applicable standard approval process (Delegation of Authority), the requirement for approval of the board minutes is waived.

19 votes for yes (Monika Szulyovszky, Sabrina Fasoli, Anja Semmelrodt, Célia Alves Rodrigues, Albert Rädler, Andrea Grgić, Jan Von Pfaler, Pim Gesquiere, Bruno Laranjeira Andrew Janis Folkmanis, Fabricio Santos, Luca Carapelli, Catarina Duarte Gomes, Francesca Tudini, Pierre Debar, Andrea Hutterer, David Zelinger, Elita Petraitienė, Sofia Amor) and 1 vote for abstain (Myriam Pini).

Decision: The Board approves the proposal of having a decision on the placement of up to 700 000€ on a fixed-term account in the bank for release 1 month later.

1. **Vacancy APEEE Finance Department**

The Financial Manager in position at the APEEE for the last two years will be leaving their post to pursue a new opportunity. Therefore, the Director presents what the departure of the Manager would entail and highly encourages the procedure to start as soon as possible, using the same selection procedure used in 2021 and channels.

The Chair provides additional information regarding the Financial Manager's position as IT project manager, as well as involving the VP admin and treasurer for feedback when required on hiring a Financial Manager. Regarding the IT project management, members suggest:

- Hiring two persons, one for financial management and one for IT project management (discussing the hours needed, etc)
- Add a mention of the project management in the financial Manager's advert, such as a demonstrated interest in project management is valued

The Board discusses and agrees to move forward with the publication of the vacancy announcement this week on named platforms. Proposal is made to share the job description with 3 members of the Board (Treasurer, Vice-President and Coordinator of the IT working group) for their information and advice.

Action Point: APEEE Director to send the job description to the VP Admin, the treasurer and the IT coordinator and move forward with the publication.

5. **Confidentiality undertaking & Personal data protection documents** Not discussed due to lack of time

AOB.

2. **How to deal with ways of working.** Not discussed due to lack of time
3. **Access Policy for parents.** Was discussed in the point under mandate of the HSS working group.
4. **Organisation of documents and emails.** Not discussed due to lack of time
5. **Debrief on meetings.** Not discussed due to lack of time

Meeting ended at 23h10.
Next Board meeting is scheduled on Tuesday 5th March 2024.