

APEEE Board Working Groups' Priorities 2023-2024

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The Annual General Meeting (AGM) elects the Association's Board, which is also known as the Board or C.A. The members are elected to serve a one or two-year mandate. However, to maintain continuity, at least half of the positions on the Board are up for election at each AGM.

Furthermore, the Board sets up Working Groups, which oversee specific activities and services, support parents, amongst other tasks. The Board is made of a Bureau and various Working Groups which focus on **operational** and **pedagogical** matters. Each working group has a coordinator, who is elected by the Board and its members. You will find below the listed priorities of each working group in the scope of its mandate.

The [Board structure](#) is available on the APEEE website.

Transport Working Group

In 2024, the working group is dedicated to enhancing the efficiency and safety of transportation services for students. Through collaborative efforts with various stakeholders, the group aims to optimise bus schedules and routes, ensure full use of seats, enhance safety measures and address user satisfaction. Additionally, initiatives such as promoting eco-friendly transportation solutions are key priorities.

- **Check the need for new scheduled and efficient use of the buses**
 - Follow up on harmonized bus stops and schedules for Woluwe & Evere
 - Enhance seat utilisation efficiency, especially on afternoon buses, through the use of data provided by supervisors
- **Testing bus routes before September**
 - Senior bus monitors will evaluate the routes and assess the feasibility of timetables
 - Bus drivers will conduct test drives on new routes, with timing to be determined, considering their availability during holiday period
- **Check user satisfaction and needs via a questionnaire** (cross questionnaire with other services)
- **Pedagogical training for primary and maternelle**
 - Strengthen teaching methods by encouraging learning of the appropriate action to take in the event of an accident or emergency
 - Contribute to the acquisition of practical and responsible skills by furthering the safety and well-being of pupils
- **Supervisors on 2nd departure buses**
 - Open the 16h20 buses to primary pupils who are enrolled in *rattrapages* classes
 - Ensure safety on the 16h20 buses
 - Afternoon buses: how to prevent children from getting too hot in the summer while waiting for the bus to leave in cooperation with the HSS working group
- **Structuration of the complaints & communication to parents**
 - Regular overview of complaints via categorisation
 - Regular overview of delays
 - Update regularly the website
- **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

- **“Bike to School”**
 - Collaboration with CYCLO Brussels to provide workshops
 - Student lead on the project with APEEE support
 - Bike to School support and programme for September 2024

- **Greening of the buses**
 - Collaborating with the European Commission, other APEEEs in Brussels, and the Régie des Bâtiments through the school to explore initiatives for greening the buses, such as transitioning to electric buses and installing charging stations in the bus parking area.

Canteen Working Group

In 2024, the Working Group is dedicated to finalising the safety agreement between the European School of Evere/Woluwe and its Parents Association, enhancing parent communication through informational sessions, establishing effective channels for feedback between canteen users and relevant stakeholders, particularly regarding allergy management and service usage policies. Additionally, efforts will be made to improve operational efficiency through IT tools. These efforts aim to foster a safer, more transparent, and efficient environment within the school community.

- **Develop a long-term strategy for the canteen services in Woluwe and Evere, encompassing the canteen, cafeteria, and teacher's canteen**
 - Focusing on objectivity and future-oriented planning
 - Considering the transition of Woluwe to a secondary school and Evere to a primary school by 2028
 - Collaborating with the Budget Working Group in assessing the canteen's budgetary aspect
 - Following the financial procedures as established in the Delegation of Authority, ensuring compliance in preparing decisions for the Board's vote
- **Follow up on the *“Agreement between the European School of Evere/Woluwe and the school's Parents Association on the roles and responsibilities in safety and security”***
 - Signature of the APEEE and EEB2 management
 - Collaboration with the Health Safety and Security Working Group for comprehensive coordination on all relevant matters
- **Enhance communication between canteen users, the Working Group, and APEEE canteen staff, fostering informal channels alongside the formal ones outlined in the upcoming agreement (*see above*) between EEB2 and the APEEE**
- **Follow up on the allergen policy at the canteen**
 - Liaise with the parents who represent pupils with allergies in close collaboration with the Health Safety and Security Working Group
- **Follow up on the terms and conditions for the use of the canteen services and the current procedures**
- **Contribute to 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
- **Explore the feasibility of implementing a quality assessment mechanism for evaluating the food provided in the canteen**

- **Monitor and collaborate closely with the IT Working Group to track any relevant IT developments pertaining to the operation of the canteen and its services for users**

Extracurricular Activities Working Group

In 2024, the Working Group is dedicated to enhancing the extracurricular activities services for students. Through collaborative efforts, the group aims to survey parental preferences and needs, evaluate the current program to ensure a balanced cost-quality ratio for the upcoming year and analyse cost trends to anticipate registration impacts. Additionally, efforts will be made to improve operational efficiency through IT tools, parent engagement through interactive Open Days and class visits, and facilitate communication between staff and parents. Moreover, exploring collaborative opportunities with other APEEEs to foster a stronger sense of community.

- **Check user satisfaction and needs via a questionnaire** (cross questionnaire with other services)
- **Enhance and evaluate the extracurricular activities and the supervision**
 - Enhance the range of activities available during school holidays by investigating alternative options provided by external schools or providers
 - Evaluate the existing program to strategize for the 2024-2025 program, aiming to maintain a balance between cost and quality while ensuring a diverse range of options
 - Review the cost changes over the past eight years and evaluate how they may influence registrations, working closely with the Budget working group for analysis and assessment
 - Implement an effective extracurricular activities' app and IT tool for the staff, in collaboration with the IT Working Group, to streamline operations and enhance efficiency
 - Update website content by requesting all monitors to provide brief biographies about themselves and descriptions of their programs for publication
 - Establish a structured mechanism for monitors/surveillance to provide feedback to parents through the office, ensuring the availability of personal appointments when required
- **Plan interactive Open Days aimed at fostering engagement and exploration**
 - Feature workshops, opportunities for participation in music and sports classes, as well as instrument trials
- **Contribute to 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
- **Coordinate the sale of sports clothes and laboratory coats**
- **Collaborate with other APEEEs**
 - plan activities aimed at fostering a stronger sense of belonging within the school community, subject to time availability

Communication & Active School Community Working Group

In 2024, the working group's primary objectives are centred around fostering unity within the entire school community, enhancing communication channels from the APEEE to parents, and furthering collaboration among the school's stakeholders.

- **Further improve information flow to parents through the following channels:**
 - Regular newsletters
 - Prompt email communication
 - Tailored information sessions on specific topics
 - Cross-sectional meetings for class representatives (Woluwe & Evere)
 - Annual report
 - Conducting satisfaction surveys on the different APEEE services
 - Conducting satisfaction survey on the APEEE website (launched in February 2023)

- **Foster strong communication between the different school stakeholders**
 - Continue to raise awareness regarding the locally recruited teachers' (LRT) situation
 - Encourage and support the school community to share initiatives the APEEE can support
 - Host 'Coffee Morning' events on the first day of school for new parents (Woluwe & Evere)
 - Investigate the possibility of opening Eurêka (lost & found) to parents
 - Regularly share university events and fairs through various communication channels such as:
 - Email, calendar, website, Facebook

- **Community building**
 - Participate and organise the yearly "Teachers' Appreciation Day" event
 - Promote opportunities for parent volunteers to host stands at the Footfest
 - Nominate volunteers to coordinate the Footfest Tombola
 - Explore the feasibility of organising informal gatherings as evening participatory events, providing a space for parents to connect and foster a sense of community. Considering: availability, price offers, authorisation, entrance fee, catering, etc

Budget Working Group

The ultimate responsibility of the financial management of APEEE is held by the Administrative Board by law. With the view of executing the task, the Board has mandated the Budget Working Group with some standing responsibilities. From time-to-time the group pays a special attention to some particular topics.

- **The standing mandate of the budget WG includes**
 - to oversee the financial management of APEEE
 - to prepare the financial decisions taken by the board related to financial management of APEEE
 - to prepare and assess the short-, medium- and long-term financial viability and planning of APEEE in cooperation with the service related WGs
 - to review the financial and legal risks of the association
 - to manage the social fund

- **Particular topics 2024**

Closely linked to the ongoing preparation of statutory and reglementary changes in general and the recommendations made by the Auditor 2023 in particular, the WG aims:

 - to review the financial procedures of APEEE
 - to review the financial reporting of APEEE

Budget Working Group works in close co-operation with the APEEE management responsible for daily management of the association.

IT Working Group

The APEEE Board IT working group (IT WG) will first and foremost monitor the development of any APEEE IT related projects and investments and regularly report any progress in this area to the Board.

WG will critically assess the capacities needed to set up and run IT projects and aims to formalise setting up new projects.

As the current IT project manager is soon leaving the APEEE. The working group will keep a close eye on the APEEE IT environment and will advise on the transition from the current project manager to the next scenario.

The IT WG will engage the parents' community and launch a call for volunteers with experience in the IT field (preferably with knowledge of the systems used by the APEEE) in order to achieve its mandate.

The group will seek cooperation in the field of IT from other APEEEs (especially in Brussels) and learn from their best practices.

Health, Safety & Security Working Group

As the protection of health, safety and security is a core value of the European Schools system. The main objective of the APEEE Working Group "Health, Safety and Security (HSS)" is to oversee issues related to the safety, security and health of the students during the APEEE services at school and to work with the school on health, safety and security issues. The group works on improving risk management and collaborating with the school for mitigating common risk factors.

The working group will follow up and investigate, in particular, on the following matters (not listed in the order of priority):

- Allergies and implementation of the Belgian legislation and best practices at school and the APEEE
- Situation of hygiene, safety, and proper functioning of the school toilets
- Overcrowding risk assessment for the safety and health
- Parent school badge to access school premises
- School bus parking supervised toilets for the children
- The front-of-school traffic situation
- Enhancement of preventive health care within the school
- Personal Data Protection Risks
- Future purpose of the Justitia building is under discussion with the relevant stakeholders.
- Presence of asbestos in the old NATO site to be demolished
- First aid during the extracurricular activities
- Security on APEEE buses
- Security measures of the school premises
- Consideration of parental access to school premises
- Initiate discussion regarding the authorisation for secondary school pupils to leave the school premises in the event of teacher absence without parental notification

The working group will follow on any other matter that concerns health, safety and security, raised during the year, that is within the framework of its mission.

Statutes Update Working Group

In 2024, the Working Group will work on the following tasks.

- **Prepare and submit to the Board a revised art. 14 and art. 17 of the APEEE Statutes**
 - Compliance with the Belgian Code of Companies and Associations and responding to the concerns expressed by the parents at the December 2023 and January 2024 General Meetings
 - If required, related articles beyond art. 14 and art. 17 will be reviewed
- **Review the Confidentiality Undertaking following the Board decision of March 2023¹**
- **Establish a Règlement d’Ordre Intérieur in line with art. 12 of the Statutes**
 - Close collaboration with the Budget Working Group for any cross-cutting issues related to financial procedures
 - In parallel, analyse, clean, and possibly remove the articles which should belong at the level of the Règlement d’Ordre Intérieur and review any other article within the scope of this exercise
- **Start the modernisation of the Statutes (Step 2), in line with the Board decision of April 2023²**

¹ [Draft-Board-Meeting-20-03-APPROVED.pdf \(woluweparents.org\)](#)

² [Draft-Board-Report-27-04-APPROVED.pdf \(woluweparents.org\)](#)

Wellbeing Working Group

The wellbeing working group will continue the work initiated in 2023 and focus on:

- Reviewing and promoting the school policies on well-being in appropriate forums
- Presenting wellbeing matters to CEES and CEPD following consultations with class representatives
- Contributing to the school's review of the secondary smartphone policy for S1 to S3
- Working to prevent and combat discrimination of all kinds at all levels by:
 - Continuing efforts to enhance understanding of both visible and invisible disabilities
 - Supporting learning initiatives for all, including gifted children
 - Aligning allergy policies (in collaboration with relevant services and Health, Safety & Security working groups) with national laws, ensuring the safe participation of allergic children in mandatory school trips
- Initiating the drafting a complaint procedure for APEEE services
- Increasing awareness of cybersecurity and cyberbullying, particularly in light of the growing influence of Artificial Intelligence

Task Force: Overcrowding

The Overcrowding task force aims to understand and analyse the issues involving the overcrowding in order to help to mitigate the issues in short and medium term. This entails addressing the planning of structural changes within the EEB2 framework across two sites, alongside broader systemic concerns. The task force will aid in formulating positions and communication strategies aimed at stakeholders, such as the Office of the Secretary General, the European School, and school management, among others.