

December 2024 Board Meeting

Date: Monday 9th December 2024 from 19h to 23h10

Location: Teachers' Canteen Woluwe & Online (ZOOM)

Present in situ: Sofia AMOR – Andrew Janis FOLKMANIS – Pim GESQUIERE – Albert RÄDLER – Jan VON PFALER – Francesca TUDINI (as of 20h40) – David ZELINGER

Present online: Célia ALVES RODRIGUES (until 22h33) – Catarina DUARTE GOMES – Pierre DEBAR – Sabrina FASOLI – Andrea GRGIĆ – Andrea HUTTERER – Bruno LARANJEIRA – Elita PETRAITIENÉ (until 22h37) – Myriam PINI – Fabrício SANTOS (as of 19h40) – Monika SZULYOVSKY (as of 20h33) – Francesca TUDINI (until 20h10)

Absent: Luca CARAPELLI – Nicolas LACROIX

Others: Anja GALLE – Clémence EUGENE – Sophie TUYTTENS (until 19h33) – Nadège FOLLON (until 19h33)

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

Report of the Auditor & Financial report 2023-2024

The Treasurer takes the floor to introduce the auditor and the financial report. The auditor, Mrs Tuyttens provides a brief overview of the figures and suggests focusing on a few key points, allowing the Board to discuss these points if necessary. These figures will be presented at the Annual General Assembly for approval.

For the year 2023-2024, the APEEE had a balance sheet of €2,783,907.82. The balance sheet is a snapshot at a given date, while the profit and loss account represent the cumulative results for the year.

The turnover across all activities totals 10.785.610€ with expenses essential for business continuity amounting to 5.466.635,72€ for supplies and goods, 2.455.690€ for supervisors' contracts, general operating expenses for the smooth functioning of the APEEE, remuneration of fixed-term contracts amounting to 2.716.493€ and other various financial charges. This year, the APEEE concludes the financial year with a positive result of 103.150€.

Ms Tuyttens provides comments on specific topics, which will be included in the report, sent to all members.

Créances commerciales: It is necessary to establish reminder procedures as indebted parents and unpaid invoices have been increasing over the years. This confirms the importance of incorporating this into standard procedures.

Salesforce development: While Salesforce development is a positive initiative, the APEEE should note that as long as it remains in development, the cost can be activated and spread

over different financial years. However, once it shifts to consultancy services, the cost can no longer be spread and will become a direct expense, requiring proper budget planning.

Written procedures: It is crucial to document procedures (who does what, how tasks are performed, and to include backup plans). Ensuring the management system (i.e. Salesforce) functions efficiently should come first, followed by the formalisation of these procedures in writing.

Action Point: Ms. Tuyttens will send the full report including these observations and, if necessary, is available to attend a future meeting.

The Board proceeds to a vote on the approval of the report of the Auditor to be presented to the AGM & financial report 2023-2024.

15 votes for yes (Célia Alves Rodrigues, Pierre Debar, Andrea Hutterer, Elita Petraitienė, Andrew Janis Folkmanis, Andrea Grgić, Myriam Pini, Jan von Pfaler, Sabrina Fasoli, Francesca Tudini, David Zelinger, Catarina Duarte Gomes, Albert Rädler, Sofia Amor, Pim Gesquiere) and 1 vote for abstain (Bruno Laranjeira).

Decision: the Board approves the report of the Auditor to be presented to the AGM & financial report 2023-2024.

Agenda Points

1. Approval of the agenda.

The Board reshuffles items and reviews the order. The Board proceeds to vote on the agenda.

13 votes for yes (Bruno Laranjeira, David Zelinger, Célia Alves Rodrigues, Pierre Debar, Andrea Hutterer, Elita Petraitienė, Andrew Janis Folkmanis, Myriam Pini, Sabrina Fasoli, Francesca Tudini, Catarina Duarte Gomes, Sofia Amor, Jan von Pfaler), 2 votes for no (Andrea Grgić, Fabrício Santos) and 1 vote for abstain (Albert Rädler).

Decision: the agenda is approved.

Discussion points and Votes

1. Vote on Social fund contribution.

The membership fee is currently set at 57€, out of which 6€ are allocated to the Social Fund. Members discuss the purpose of the Social Fund with members state the Social Fund rules are so restrictive that parents do not meet the requirements. The Board discusses ways forward.

The Board discusses how to inform parents, in the context of the budget discussion, about the Social Fund and its spending with facts sheet.

The Board discusses two votes, to present to the Annual General Meeting a new amount to be allocated to the Social Fund as of 2025-2026.

The Board votes on the amount allocated to the social fund and proceeds with two votes, a first to allocate 6€ and, if the vote is negative, a second to allocate 2€.

The Board votes on the approval to allocate 6€ to the social Fund, 11 votes for yes (Bruno Laranjeira, Monika Szulyovszky, Jan von Pfaler, Pierre Debar, Elita Petraitiené, Andrea Grgić, Fabrício Santos, Sofia Amor, Célia Alves Rodrigues, Pim Gesquiere, Sabrina Fasoli) 5 votes for no (Myriam Pini, Francesca Tudini, David Zelinger, Catarina Duarte Gomes, Albert Rädler) and 2 votes for abstain (Andrew Janis Folkmanis, Andrea Hutterer).

The Board decides to stop the vote and move forward with the 6€.

Decision: the Board approves the AGM agenda and resolutions.

2. Approval of the Annual Activity report.

The Board agrees to postpone the vote and await an introduction from the President for the report. The Board will proceed to a vote on Thursday 12th December 2024.

3. Approval of the agenda of AGM 9/1/2025 & resolutions.

The Board has received a letter from a parent, asking to address their request to open the Board meetings to parents and increase the transparency of the Board. The parents make some suggestions, notably to have observers online with a general gist of more transparency and online availability of Board meetings to parents. A member suggests checking with the lawyer if the Statutes have to be adapted to provide for the attendance of APEEE members not being part of the Board. To address the item raised by the parent, the Board agrees to add an item to the Annual General Meeting agenda under 3 – *Exchange of views on transparency*.

1 - 19:00: Approval of the Agenda

2 - 19:20 - 20:35: Approval of the tellers and of presiding officer of the electoral office; elections of Board members

3 - 20:35 – 20:50: Exchange of views on transparency

4 – 20:50 - 21:45: Financial report

⇒ Presentation of the financial report

⇒ Allocation of reserves

⇒ Approval of 2023-2024 accounts

⇒ Approval of 2024-2025 budget

⇒ Membership fee 2025-2026

⇒ Discharge to the Auditor

5 - 21:45 – 22:45: Annual report 2024

⇒ Presentation of annual report

⇒ Approval of annual report

⇒ Discharge to the Board

6 - 22:45 - 23:00: Results of Board's elections

The Board votes on the Annual General Meeting agenda and proposed resolutions.

10 votes for yes (Monika Szulyovszky, Jan von Pfaler, Célia Alves Rodrigues, Elita Petraitiené, Andrew Janis Folkmanis, Andrea Grgić, Sabrina Fasoli, Fabrício Santos, Sofia Amor, Pim Gesquiere), 2 votes for no (David Zelinger, Albert Rädler) and 6 votes for abstain (Bruno Laranjeira, Pierre Debar, Myriam Pini, Andrea Hutterer, Francesca Tudini, Catarina Duarte Gomes).

Decision: the annual general meeting agenda and proposed resolutions are approved.

The Board votes on the Electoral office members, the Board approves by acclamation.

Decision: the Electoral office is approved to be presented to the AGM.

Célia Alves Rodrigues leaves the meeting at 22h30.

4. **Financial team.**

The Treasurer takes the floor to present the state of play of the team and proposes to continue the contract with the external firm for 4 days a week as of January 2025 for 6 months. Leaving it also to the new Board to follow up when needed.

Elita Petraitiene leaves the meeting at 22h37.

5. **Evere chicken project.**

The Treasurer takes the floor to introduce the Evere chicken project. The school has requested the help of the APEEE for 50% of the reported costs (7.000€) to fund the chicken coop in Evere.

A Board member takes the floor following their visit to the Evere site, informing the Board that the chicken will be provided by a teacher, who has a coop at their estate and multiple chickens. The project will be a pedagogical one for pupils. During the holidays and summer, the teacher will take the chicken back home.

Members discuss and some state they do not have sufficient information related to the animal's wellbeing and welfare (stressful and noisy environments, the purpose of the project, etc) to decide and proceed to a vote. Others say they wish to give the benefit of the doubt to the teacher and the school. The Chair informs he wishes to proceed to a vote.

The Board votes on the approval to finance 50% with a maximum of 3.500€ of the reported costs of the school's chicken pedagogical project.

11 votes for yes (Pim Gesquiere, Bruno Laranjeira, Monika Szulyovszky, Jan von Pfaler, Pierre Debar, Sabrina Fasoli, Andrew Janis Folkmanis, Andrea Grgić, Fabrício Santos, Andrea Hutterer, Sofia Amor) 2 votes for no (Myriam Pini, Francesca Tadini).

Decision: the Board approves to finance 50% with a maximum of 3.500€ of the reported costs of the school's chicken pedagogical project.

Meeting is adjourned at 23h10.

Continuation of the Board Meeting 09/12/2024

Date: Thursday 12th December 2024 from 19h to 19h35

Location: Teachers' Canteen Woluwe & Online (ZOOM)

Present in situ: Andrew Janis FOLKMANIS – Pim GESQUIERE

Present online: Célia ALVES RODRIGUES – Luca CARAPELLI – Catarina DUARTE GOMES – Sabrina FASOLI – Andrea HUTTERER – Elita PETRAITIENÉ – Myriam PINI – Jan VON PFALER

Absent: Sofia AMOR – Pierre DEBAR – Andrea GRGIĆ – Nicolas LACROIX – Bruno LARANJEIRA – Albert RÄDLER – Fabrício SANTOS – Francesca TUDINI – Monika SZULYOVSKY – David ZELINGER

Others: Anja GALLE – Clémence EUGENE

Only 10 members attended the meeting, however due to lack of quorum (11). The meeting is postponed to Monday 16th December 2024 at 19h.

Continuation of the Board Meeting 09/12/2024

Date: Monday 16th December 2024 from 19h to 23h40

Location: Teachers' Canteen Woluwe & Online (ZOOM)

Present in situ: Sofia AMOR – Andrew Janis FOLKMANIS – Pim GESQUIERE

Present online: Célia ALVES RODRIGUES – Luca CARAPELLI (as of 21h30) – Catarina DUARTE GOMES – Sabrina FASOLI – Andrea GRGIĆ – Andrea HUTTERER (as of 20h06) – Bruno LARANJEIRA (as of 19h45) – Elita PETRAITIENÉ – Myriam PINI – Albert RÄDLER – Fabrício SANTOS – Francesca TUDINI – Jan VON PFALER – David ZELINGER

Absent: Pierre DEBAR – Nicolas LACROIX – Monika SZULYOVSKY

Others: Anja GALLE – Clémence EUGENE

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

6. Approval of the agenda.

Following multiple versions of the agenda sent around to the Board, the Chair invites the members to proceed to a vote on the latest version.

7 votes for yes (Myriam Pini, Sabrina Fasoli, Albert Rädler, Janis Folkmanis, Sofia Amor, Catarina Duarte Gomes, Francesca Tudini) 5 votes for no (Célia Alves Rodrigues, Andrea Grgić, Jan von

Pfaler, Elita Petraitienė, Pim Gesquiere) and 2 votes for abstain (Fabrício Santos, Bruno Laranjeira).

Decision: the agenda is approved.

7. Approval of the annual report.

The Board discusses and reviews the introduction to the annual report. The Board moves on to the Statutes Update working group contribution, discussing and amending the paragraph on the articles 14 and 17 of the Statutes. The Chair invites the Board to proceed to a vote.

The Board votes on the approval of the APEEE's annual activity report to be presented to the Annual General Meeting.

7 votes for no (Myriam Pini, Albert Rädler, Sofia Amor, Bruno Laranjeira, Catarina Duarte Gomes, David Zelinger, Francesca Tudini) 8 votes for yes (Sabrina Fasoli, Andrea Grgić, Andrew Janis Folkmanis, Jan von Pfaler, Fabrício Santos, Célia Alves Rodrigues, Pim Gesquiere, Elita Petraitienė).

Decision: the Board approves the APEEE's annual activity report to be presented to the Annual General Meeting.

Francesca Tudini makes a statement for the record: *"I voted no because the facts related to the lack of proposals for art 14 and art 17 are not presented correctly"*.

8. Adjustments to the AGM agenda.

Following the vote and approval of the draft agenda and resolutions for the annual general meeting on 9th December 2024, the Treasurer made additional modifications which he presents to the Board.

The Board goes through the amended agenda and resolutions.

The Board votes on the approval of the reviewed draft Annual General Meeting agenda and presented resolutions.

13 votes for yes (Pim Gesquiere, Myriam Pini, Andrea Grgić, Albert Rädler, Andrew Janis Folkmanis, Jan von Pfaler, Andrea Hutterer, Sofia Amor, Fabrício Santos, Catarina Duarte Gomes, Célia Alves Rodrigues, Elita Petraitienė, Francesca Tudini) and 2 votes for abstain (David Zelinger, Bruno Laranjeira).

Decision: the Board approves the newly reviewed agenda and resolutions to be presented to the Annual General Meeting.

9. Seating format of the AGM.

The Board discusses the seating arrangement for the Annual General Meeting. Members discuss last year's arrangement, with few members in the front, with some comparing it to a 'talk show' appearance and are not in favour. Others state a member with a two-year mandate should lead the entire presentation. The Board discusses that the President should chair the

meeting, agreeing to the Chair sitting at the front and inviting the members who wish to take the floor to the front.

The Board discusses on inviting the *Comité des Elèves* (CDE). The Board votes on the approval to invite the CDE as observers to the Annual General Meeting.

15 votes for yes (Pim Gesquiere, Myriam Pini, Sabrina Fasoli, Andrea Grgić, Albert Rädler, Andrea Hutterer, Sofia Amor, Fabrício Santos, Bruno Laranjeira, Catarina Duarte Gomes, Célia Alves Rodrigues, David Zelinger, Elita Petraitiené, Francesca Tudini) 2 votes for abstain (Jan von Pfaler, Luca Carapelli).

Decision: the Board approves to invite the CDE members as observers to the Annual General Meeting.

10. Request school for participation performance review.

The Chair takes the floor to introduce the topic. For the performance review of the Assistant Secondary Deputy Director which will take place on the 15th January 2025, between 11:30 and 12:00 (exact timing still has to be confirmed), the Director has convened two members of the APEEE Board. The Chair informs the Board that a member suggested the Vice President for the Pedagogical affairs should be part of the review (Catarina Duarte Gomes) and that Célia Alves Rodrigues and David Zelinger have volunteered to participate.

Members discuss:

- participants should know the work done by the assistant deputy,
- remain neutral,
- someone who works/has worked the most with the Assistant Secondary Deputy Director,
- suggestion for the Vice President for Pedagogical Affairs and CEES coordinator.
- a special focus on the feedback of the APEEE for the review is requested, with no written personal statements from parents.

Catarina Duarte Gomes, David Zelinger, Célia Alves Rodrigues and Elita Petraitiené stand to participate in the performance review. Members are asked to vote for 2 members maximum.

Catarina Duarte Gomes and Elita Petraitiené are elected to participate.

The Board proceeds to elect a back up in case a Board member is absent or not re-elected at the Annual General Meeting.

David Zelinger is elected as back up.

Decision: the Board approves Catarina Duarte Gomes, Elita Petraitiené and David Zelinger as the representatives of the APEEE in the performance review of the Assistant Secondary Deputy Director.

The Board proceeds to discuss the CEP&M meeting scheduled on the 15th January 2025, and vote on the approval to mandate the current CEP&M team, if re-elected at the Annual General Meeting, to attend.

8 votes for yes (Pim Gesquiere, Sabrina Fasoli, Andrea Grgic, Andrew Janis Folkmanis, Jan von Pfaler, Fabrício Santos, Bruno Laranjeira, Elita Petraitiene) 4 votes for no (Myriam Pini, Sofia Amor, Catarina Duarte Gomes, Francesca Tudini) 2 votes for abstain (Célia Alves Rodrigues, David Zelinger)

11. Registered letters & Statements & recordings.

The Chair takes the floor to state due to the late hour (past 11 pm), the item will not be addressed and will be considered for the next agenda point, related to the approval of the minutes.

12. Approval of the report of the Board meeting of 13/5/2024, 6/6/2024 and 27/6/2024, 19/09/2024, 14/10/2024 and the report of the Board Meetings of the 19/11 & 20/11/2024.

The Chair continues the agenda and informs the Board that for May and June 2024 Board meetings, all statements which had personal items were removed. The minutes need to be approved before the Annual General Meeting, as part of the decisions taken by the Board 2024 and published. The Chair asks to vote on the 13/5, 6/6, 27/6, 19/09, 14/10 and 19/11 & 20/11 reports. Some agree and support the block vote others do not agree to approve all the minutes at once as an issue was raised for the 14/10/2024, a sentence added stating the quorum was lost is incorrect as the members were present in the room until the end of the meeting, therefore it is false. The Chair agrees, and the sentence is removed from the 14/10/2024.

The Board discusses the approval of all reports, excluding the report of the 14/10/2024.

The Board proceeds to vote on the approval of the meeting reports of the 13/5, 6/6, 27/6, 19/9 & 19+20/11. The quorum is lost during the vote.

Therefore, the vote is invalid.

13. **Internal rules.** Not discussed due to lack of time.

14. **Security and insurance agreement.** Not discussed due to lack of time.

15. **Eurêka.** Not discussed due to lack of time.

16. **Update IT linked to extra-curricular activities.** Not discussed due to lack of time.

17. **On the principles and process of consultation with the parents.** Not discussed due to lack of time.

18. **On the principles of representation at steering committee and CEA and Interparents.** Not discussed due to lack of time.

Meeting ended at 23h40.