

## June 2024 Board Meeting

**Date:** Thursday 27<sup>th</sup> June 2024 from 19h to 23h50

**Location:** Teachers' Canteen Woluwe & Online (ZOOM)

**Present in situ:** Célia ALVES RODRIGUES – Sofia AMOR – Catarina DUARTE GOMES – Andrew Janis FOLKMANIS – Pim GESQUIERE – Andrea GRGIĆ – Nicolas LACROIX – Elita PETRAITIENÉ – Myriam PINI – Albert RÄDLER – Fabrício SANTOS – Francesca TUDINI

**Present online:** Pierre DEBAR – Sabrina FASOLI – Andrea HUTTERER – Bruno LARANJEIRA (as of 21h15) – Monika SZULYOVSKY (until 23h20) – Jan VON PFALER – David ZELINGER

**Absent:** Luca CARAPELLI

**Others:** Hong Ha NGUYEN – Clémence EUGENE

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

### Agenda Points.

#### 1. Approval of the agenda.

The Board has discussed offline, and it is agreed to replace the item “Friendship Declaration” of the agenda by paying for alcoholic beverages, food and other items. Reshuffle of the order of 8. and 9.

**Decision:** the agenda is approved.

#### 2. Approval of the report of the Board meeting of 03/06/2024.

The Board votes on the approval of the Board meeting report of 03/06/2024.

10 votes for yes (Myriam Pini, Célia Alves Rodrigues, Albert Rädler, Elita Petraitiené, Janis Folkmanis, Fabrício Santos, Francesca Tudini, Monika Szulyovszky, Sabrina Fasoli, Monika Szulyovszky) and 6 votes for abstain (Sofia Amor, Pierre Debar, Nicolas Lacroix, David Zelinger, Jan von Pfaler, Andrea Grgić).

**Decision:** the report is approved by the Board.

#### 3. Approval of the report of the Board meeting of 11/06/2024.

The Board votes on the approval of the Board meeting report of 11/06/2024.

10 votes for yes (Myriam Pini, Albert Rädler, Elita Petraitiené, Janis Folkmanis, Célia Alves Rodrigues, Andrea Grgić, Francesca Tudini, Monika Szulyovszky, Sabrina Fasoli, Pim Gesquiere) 6 votes for abstain (Sofia Amor, Pierre Debar, Nicolas Lacroix, David Zelinger, Jan von Pfaler, Fabrício Santos).

**Decision:** the report is approved by the Board.

#### 4. Approval of the report of the Board meeting of 13/06/2024.

The Board discusses the drafting of the minutes, and reviews the report, with some members wishing to remove a paragraph of the report, as it represents only a portion of the discussions. The Chair states that the vote will allow members to choose from a wider range of options.

The Board votes on the approval of the Board meeting report of 13/06/2024 with the following options  
1. Yes (exactly as they are adding the general terms & conditions) 2. Yes (without the 2<sup>nd</sup> paragraph adding the general terms & conditions) 3. Yes (with a full set of all the comments made during the discussion) 4. Yes (with the name replaced with the function). 5. No 6. Abstain.

5 votes for option 1 (Myriam Pini, Albert Rädler, Nicolas Lacroix, Catarina Duarte Gomes, Francesca Tudini), 10 votes for option 2 (Pim Gesquiere, Sabrina Fasoli, Monika Szulyovszky, Andrea Grgić, Fabrício Santos, Célia Alves Rodrigues, Janis Folkmanis, Elita Petraitienė, Pierre Debar), 1 vote for option 3 (Sofia Amor), 2 votes for abstain (Andrea Hutterer, David Zelinger).

**Decision: the report (option 2) is approved by the Board.**

## 5. Notifications.

### **APEEE Internal Affairs**

Members make the following request to the Chair:

- Access to the recording
- Access to the transcript
- Access to their own portion of the recording

The Chair will revert to the Board once the lawyer has provided insight on these requests.

Members ask how long recordings of Board meetings should be kept, to which a member replies that the DPO has previously stated that it is for 2 years.

A comment is made on the position of the prevention advisor not being compatible with being the “*personne de confiance*” of the APEEE. The prevention advisor will look into it and revert to the Health, Safety and Security working group meeting, scheduled Friday 28<sup>th</sup> June 2024.

The Chair states that for the September Board meeting, an agenda point on the archiving of the recordings, how they are managed the recordings, how access is distributed, as well as a vote on agreeing to have the recordings accessible to its members will be scheduled.

**Action Point:** the Chair will revert to the Board with the replies of the lawyer by the end of next week (5<sup>th</sup> July 2024).

### **Phishing & Hacking**

On Friday 21<sup>st</sup> June 2024, a staff member discovered that their professional email account had been hacked. Immediate steps were taken, and additional measures were implemented to prevent future attacks. The IT coordinator informed the Board about potential actions (i.e password manager, etc) and mentioned that the topic would be discussed in an upcoming IT working group meeting and later to the Board.

### **Security & Insurance**

The Chair informs the Board that they attended a meeting on Monday 24<sup>th</sup> June 2024 with the OSG, APEEE presidents and school directors regarding the agreement between the European Schools and Parents’ Associations on the roles and responsibilities in safety and security. The school directors wish

for signatures for what is currently drafted. The OSG wishes to increase the scope to include the wellbeing and have the same agreement for all Brussels' school.

**Action Point:** the Chair will revert to the Board in September of the ongoing discussions.

### **Members**

The Chair takes the floor to address the use of statements. The use of statement, for the future to ask members to refrain from reacting verbally to statements as they happen, and if they wish to react, to do so by email after the meeting.

The staff members leave the room.

Another member states that it is essential to keep these statements in the minutes because this is the only way to protect members against misleading information being spread to the school community in chats groups or blogs.

The staff re-enters the room.

### **Parents to Parents - P5 transition to S1**

Board members organised a meeting for P5 parents on Thursday 27<sup>th</sup> June 2024, to present the transition of pupils to S1 and answer parents' questions. 178 parents attended and informed the Board members they were grateful for the organisation and expressing their thankfulness via email:

*"Thank you for having organised such a clear and useful presentation for the P5 parents. The information on how to use the extranet, homework policy and streaming were very much appreciated. Many parents whom I know were touched that the APEEE finally organised such a meeting. Thank you once again and I hope the APEEE continues to do this every year. Well done!"*

### **Educational Support**

Members are asked to inform the Board if they are aware or are made aware of reduced timetable for pupils, for follow up.

### **Pricing of Evere Canteen**

The Treasurer has discussed the contract with the canteen provider in Evere, regarding the pricing for 2024-2025. The outcome of the discussion is that for 2024-2025 the price per meal in Evere will be 7.18€ with a 0.41€ royalties.

## **Discussion points and vote.**

### **1. Mandates for Director ad Interim.**

As Treasurer, J. von Pfaler, takes the floor to introduce the topic. In the absence of the Director, the daily management has to be handled, including the following tasks: - signing of employment contracts, approval of salary payments, signing of purchase contracts, approval of payment invoices, approval of other financial transactions. The decision needs to be published on the Moniteur Belge.

The Board votes on the following mandate:

The administrative body of the Association of Parents of Ecole Européenne Bruxelles 2, meeting on 27.6.2024, decided to entrust the daily management of the association in the absence of the director,

with the individual signature, relating to this management to NGUYEN, Hong Ha (personal information deleted). This authorisation is valid until 31.12.2024.

16 votes for yes and 2 votes for abstain.

**Decision: the mandate is approved by the Board.**

## 2. Process for Articles 14 & 17.

As Coordinator of the Statutes Update working group, P. Gesquiere, takes the floor to present the topic and suggests the Board organises a separate Board meeting to discuss the definition of a broad Board majority. As the revision of articles 14 and 17 were started with the previous Board and are continued with the current board, the working group suggests that the Board should hold a general discussion about the main lines the working group should follow regarding the articles 14 and 17. The September Board meeting is scheduled on the 10<sup>th</sup> September, therefore the 25<sup>th</sup> September 2024 is proposed as a general discussion meeting (with a preparation document, etc).

The Board discusses and some members are of the opinion that there has been enough discussion before the last General Assemblies to work on a text rather than starting a general discussion again which could jeopardize the possibility to prepare the document in time for January 2025 General Assembly. Proposal is done to prepare the draft text before the 10<sup>th</sup> September. Also, the Board should respect the request to consult the parents in advance.

**Action Point:** save the 25<sup>th</sup> September 2024 for an extraordinary Board meeting.

## 3. Mandate Cash Payment.

As the Treasurer, J. von Pfaler takes the floor to introduce the topic. He proposes a mandate through the summer, to authorise the placement of liquid funds on a fixed term account of the banks the APEEE is working with, under conditions, which are presented. The Board discusses the conditions, and some members state they do not have sufficient information related to the APEEE liquidity to proceed to a vote. Following a discussion, the Chair decides not to proceed to a vote.

## 4. Health, Safety & Security: Eurêka.

A. Grgić, Health, Safety and Security working group coordinator, takes the floor to introduce the topic and provides context. Informing the Board that without the decision on the legal basis for personal data sharing with the parent volunteers of Eurêka, the APEEE cannot proceed to regulate its relationship with Eurêka.

Two options are presented in the documents: expressed consent by parents or legitimate interest with an opt-out option, both assessed as legally valid also by the school DPO.

The HSS WG met on 3<sup>rd</sup> June to discuss positives and negatives of the two proposed legal basis, summarised in the HSS WG minutes of 3<sup>rd</sup> June 2024.

The Board discusses and proceeds to a vote.

The Board votes on sharing the necessary personal data of parents and pupils with Eureka volunteers who signed an agreement on confidentiality, on the basis of the choice by parents: option 1) consent, option 2) legitimate interest with an opt-out possibility or option 3) abstain.

7 votes for option 1 (Fabrício Santos, Pierre Debar, Elita Petraitiené, Pim Gesquiere, Célia Alves Rodrigues, Jan von Pfaler, Andrea Grgić) and 9 votes for option 2 (Sofia Amor, David Zelinger, Sabrina

Fasoli, Albert Rädler, Myriam Pini, Janis Folkmanis, Nicolas Lacroix, Catarina Duarte Gomes, Francesca Tudini).

**Decision: the Board approves option 2 (legitimate interest with an opt-out possibility).**

The Board discusses their interpretation of legitimate interest. Members discuss how to define “legitimate interest” and make reference to:

- Services to parents and children – Information: keeping parents informed about developments at the school, both day to day and long term, is one of the association’s key roles.
- Article 3, paragraph 4 of the Statutes: to organize extracurricular activities and any other activities for the benefit of the children or the parents, acting in liaison with the Administrative Board of the school.
- Clear and specific benefit of using the Eurêka service.

**5. APEEE Offices: Update.**

H.H Nguyen, lead on the project has informed the Board by email of the status of the renovations and move, and has no additional information to share, but will keep the Board informed of the process.

**6. Next Steps: DPO & Draft Sharing Information Policy.**

P. Gesquiere, Statutes Update working group coordinator, takes the floor to introduce the topic. The next steps regarding the DPO will not be discussed due to lack of time, but he wishes to inform the Board about the sharing of information policy. As agreed by the Board in 2023, the Statutes Update working group was tasked to review the confidentiality undertaking and split the document into two parts, including a part on sharing of information policy. This item is not for vote, but as an information point. Board members will be able to provide feedback on the word document, available in the APEEE Board Sharepoint. Based on the feedback, the document will be finalised, and submitted for a vote to the Board in September 2024.

**Action point:** members are asked to provide comments by the 31<sup>st</sup> August 2024 at the latest.

7. **Line to take at Steering Committee.** Not discussed due to lack of time
8. **Use of statements for minutes.** Not discussed due to lack of time
9. **Approval of the reports of the 13<sup>th</sup> May 2024 and 6<sup>th</sup> June 2024.** Not discussed due to lack of time
10. **Parents paying for food.** Not discussed due to lack of time
11. **Feedback on SAC.** Not discussed due to lack of time
12. **Reflect on a position of restreaming.** Not discussed due to lack of time

**Any Other Business.**

1. **Reports on WGs priorities: state of play.** Not discussed due to lack of time

The meeting ended at 23h50.

Next Board meeting is scheduled on Tuesday 10<sup>th</sup> September 2024.