

APEEE Board Working Groups' Priorities 2025

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](#).

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A. Transport Working Group

1. Quality of the service

- 1.1 Ensure adherence to the rules of conduct and to safety rules
 - 1.1.1 By drivers
 - 1.1.2 By supervisors
 - 1.1.3 By children (consider trainings/targeted communication for children but also for parents; liaise with WG Communication)
- 1.2 Endeavour to ensure that routes duration is kept within the limit of 1h
- 1.3 Increase the number of supervisors, targeting in particular 16h20 buses with S1 and S2 students
- 1.4 Monitor the already defined key performance indicators (duration of the trips, absences (drivers and supervisors), delays, etc)
- 1.5 Improve comfort for parents and safety: to consider and explore different solutions for tracking the buses (liaise with WG ICT; support staff in liaising with other APEEEs)
- 1.6 Improve hygiene conditions of the toilets at the bus parking zone (liaise with WG Health, Safety and Security)
- 1.7 Seek improvements towards a more functional lost-and-found system (liaise with Eureka volunteers)
- 1.8 Renewal of first aid training and use of Epipen

2. Readiness for the Primary move to Evere

- 2.1 Support staff with guidance on expectations and needs
- 2.2 Coordinate closely with the extra-curricular activities and OIB to map the needs for buses (liaise with COM and with the WG on Extra-Curricular Activities)
- 2.3 Ensure the flow of information to prepare the move

3. Cost-efficiency Approved by Administrative Board decision on 20 March 2025

- 3.1 Continue to seek optimal tariffs when (re)negotiating contracts (staff to liaise with FBAA for official buses indexation)
- 3.2 Check for fair indexation (liaise with WG Budget)

4. Users' satisfaction and complaint handling: ensure that complaints feed into the system to seek targeted improvements

- 4.1 Bus lines (overall duration of routes + optimisation of the route)
- 4.2 Bus stops (preserve the results already obtained with the methodology applied in previous years)
- 4.3 Schedules (aim at a scheduling with the biggest possible adherence to reality)
- 4.4 Drivers (identify deviations from the rules of conduct that require intervention)
- 4.5 Supervisors (check for critical points where more supervisors are needed and identify deviations from the rules of conduct that require intervention)
- 4.6 Any other aspects

5. Towards a more eco-friendly APEEE, targeting

- 5.1 Maximisation of the use of available seats (especially on the afternoon buses)
- 5.2 Reduction of redundancies in bus stops (different buses stopping on the same bus stops)
- 5.3 Decrease in the average duration of trips

6. **APEEE buses at the service of the school community:** set out a clear protocol to ensure that, in case of strike affecting the public transports, teachers can use the APEEE buses to come to the School.

B. Canteen Working Group

The objectives of the Canteen Working Group 2025 for both the Woluwe and Evere sites. The primary goals are to enhance overall student satisfaction with the canteen and cafeteria services, explore and adjust the service provided due to the move to Evere, including the feasibility of outsourcing or taking over the canteen operations on the two sites, and improve the current food offerings.

For the Woluwe site, the objectives include:

- Conducting surveys and focus groups to gather student feedback and identify key areas for improvement.
- Researching potential service providers for outsourcing the canteen operations and evaluating the pros and cons.
- Reviewing the current menu to introduce healthier and more diverse food options, collaborating with nutritionists.
- Analysing how the menu offer can be increased to include options for individuals with food restrictions and allergies and implementing a pilot program to test new items.
- Reviewing canteen access for "bring your own lunch" students and exploring the possibility of adapting an exceptional schedule service for students engaged in lunchtime activities, clubs, or meetings.
- Implement access control to canteen services.
- Discussing future changes in the school structure with school management, assessing the impact on the business model due to the move of the primary section to Evere. Also reflecting on the future service model.

For the Evere site, the objectives include:

- Conducting surveys and focus groups to gather student feedback and identify key areas for improvement.
- Researching the potential takeover of the canteen operations and evaluating the pros and cons.
- Reviewing the current menu to introduce healthier and more diverse food options, collaborating with the service provider, and implementing a pilot program to test new items.
- Discussing future changes in the school structure with the current service provider.
- Following the Delegation of Authority, to fulfil the role required in the preparation of decisions to be voted by the Board.

C. Extracurricular Activities Working Group

1. Have an efficient and modern IT environment and IT working tools responding to the APEEE staff and parents needs
2. Transform the results of the 2024 survey in concrete actions to enhance the service provided to parents and kids
3. Prepare the activities for the future challenges linked to the transfer of nursery and primary kids to Evere in 2026 without altering the qualitative and quantitative standard of the service

D. Communication Working Group

In 2025, 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 survey on the APEEE website (launched in February 2023)

Foster strong communication between the different school stakeholders

- 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)
- Regularly share university events and fairs through various communication channels such as:
 - E-mail
 - Calendar
 - Website : [Association des Parents d'Elèves de l'Ecole Européenne de Bruxelles II | Woluwé-Saint-Lambert | Facebook](#)
 - Facebook : [Association des Parents d'Elèves de l'Ecole Européenne de Bruxelles II | Woluwé-Saint-Lambert | Facebook](#)
 - 1. LinkedIn : [APEEE Bxl II - Association des Parents des Elèves de l'Ecole Européenne de BXL II | LinkedIn](#)
- Potentially, explore the feasibility of organising informal gatherings as evening participatory events, providing a space for parents to connect and foster a sense of community.

E. School Community Building Working Group

'It takes a village to raise a child' - African proverb

Mission statement

Imagine a school built and nurtured by deep community ties where students, teachers, the school administration and the parents play an active role to ensure that every child is happy, healthy and curious to learn. This is the ultimate goal we would like to contribute to. In our WG, our mission is to facilitate and enhance cooperation and mutual respect between the four actors – students, their parents, teachers and the school management – to move towards that goal.

We believe that trust is the key word in how we can achieve that. As a parent association, we trust the teachers and their competence and aim at supporting the projects they have already developed on a voluntary basis outside the classrooms, in cooperation with the students. We would like to keep building the teachers' trust in us as partners in their efforts, also when it comes to brainstorming about new ideas.

We believe that a healthy school community is a place where one nurtures a culture of appreciation. We would like to contribute to the spirit of appreciation at school and to support the initiatives of our children to show gratitude to their teachers, to what they have and what they receive, and to celebrate what you can achieve in a community when you work together.

Priorities of 2025

1. Continuous respectful dialogue with the teachers on educational and pedagogical needs of the students outside the classrooms.
2. Support the school implement the school mobility programme.
3. Support for existing teacher run clubs and events like Media Club, Debate Club, Feminist Club, Pride Club, Ecology Group, Green Team, School Choir, Jazz club, Footfest, Spring concert, Gala concert, The Climate Academy etc (School will provide list with relevant teacher in charge)
4. Support and encourage a maths/science club community
5. Support for large-scale school projects like BRUMUN and Science Day/Symposium/MEC / FAMES (Festival of Arts and Music in the European Schools)
6. Support campaigns/actions to promote the rights of Locally Recruited Teachers
7. Organization of appreciation events like Teacher Appreciation Day and celebrating those who have contributed greatly to the school community
8. a) Support the school community by highlighting topics of community building with contributions to the APEEE newsletter
b) Support the school community by disseminating information about WG events & achievement by means of a news flash when necessary.
9. Explore the creation of a parent to parent pin board in collaboration with WG ICT and WG Communication.
10. Contribute to improving the orientation information to new parents by preparing a template through absorbing best practices across sections.

11. Creation of an Inter-APEEE network on school community building and sharing of best practices
12. Organise a Fund raiser to raise funds for a project at school (for example material support for Educational Support teachers in their working space) with an International Dinner or a fun event to combine community building initiatives.
13. Develop a structure for projects with the Social Fund- an application process in line with best practices of other ES and in corporation with the Budget WG
14. Develop the "Buddy system" adapting to the new scenario of Evere and Woluwe secondary.

F. Budget Working Group – MISSING

G. IT Working Group – MISSING

H. Health, Safety and Security Working Group

2025 Mission - "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 WG will follow up, in particular, on the following matters (not listed in the order of priority):

1. **Allergies (Specific medical needs)**- 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 Specific Medical Needs. As allergies are considered a disability, the school must comply with Belgian health and safety rules.
2. **Invisible disabilities (ADHD, Dyslexia, autism...)** - ensure that all students have the same equity in education regardless of their circumstances. More school support, tripartite contracts...
3. **Hygiene**: Precarious situation of hygiene (lack of soap and toilet paper and to the malfunctioning of water taps in toilets, clean floors, school tables, handles, chairs, common spaces, playgrounds, etc.), safety (lack of adequate doors) and proper functioning of the school toilets: 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. Note that the school changed its cleaning company as of January 2024 and should follow up with the frequency of the rounds. "Atalian" (former cleaning company) lost their contract with the school and is as of January 2024 replaced by Köse Cleaning. Matter to be followed up in the case of need.
4. **Overcrowding**: risk assessment for the safety and health, a dedicated Task force "Overcrowding" has been set up by the Board. Task to be followed up upon request of the Task Force "Overcrowding".
5. **Outdoor toilets** for the children located in the bus parking used by kids without supervision. Task to be discussed with the transport WG and in the CSH meeting with the school management.
6. 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. Task to be discussed with the transport WG.
7. Canteen - Electric installations to be replaced in Woluwe: work in progress.
8. **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.

9. Second **security staircase** in the canteen and Sports Hall (Woluwe): work in progress.
10. 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.
11. **Canteen issues**: allergies, specific diets, reduced time for eating, lift out of order for deliveries, excessive noise inside.
12. **Personal Data Protection** risk of general nature. A particular task will be discussed with another relevant group (statutes if the matter concerns our data protection policy, IT if it concerns the IT system, etc.)
13. 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.
14. **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). The nurse is now available until 17:30. Refresh the training about first aid and the epipen.
15. **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. Task to be discussed with the transport WG.
16. **Security measures** after the terrorist attacks: A letter was addressed to Commissioner Hahn calling for reinforced security measures after the October 16th 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.
17. **Access to school** for parents for school festivities access to the secretariat, meetings with teachers; EUREKA, etc.
18. **Exit from the school** for secondary school pupils, in case of absence of teachers. Pupils of lower secondary are allowed to leave the school in case of teacher's absence, without informing the parents.
19. **Monitoring the psychosocial risks for the staff members** while respecting the mandate of the director and the prevention officers as well as the existing legislation
20. The WG will follow on any other matter that concerns health, safety and security, raised during the year, that is within the framework of its mission.

I. Statutes Update Working Group – MISSING

J. Wellbeing Working Group

The Well-being Working Group (WG) in 2025 will focus on four key priorities:

1. Continue the Institutional Relations and Provide Ongoing Support to our School

- Follow the Well-being Advisory Board (WAB -Working Group of the CEES) discussions and provide support to the school as needed.
- Monitor the results of the secondary well-being survey and ensure follow-up actions when parent's support is requested.
- Engage with the BoG Cyprus Presidency's well-being initiative, as the EEB2 survey may serve as a pilot study for all European Schools.
- Review and promote school policies on well-being, including the mobile devices policy, and provide input on potential improvements.
- Bring well-being matters to CEES and CEPM attention when concerns are raised by parents.

2. Advocate for Inclusion and Equal Opportunities for All Students

- Support initiatives that prevent and combat discrimination, ensuring equal opportunities for all students.
- Raise awareness and advocate for better support for visible and invisible disabilities, including temporary disabilities (e.g., reduced mobility after an accident).
- Advocate for improved educational support, ensuring both students with learning challenges and high-performing students receive appropriate resources.
- Encourage alignment of well-being and educational protection policies with good practices from EU Member States and Belgian laws, particularly regarding allergy policies and inclusion.
- Advocate for better spaces and resources for pedagogical activities and educational support, including renovations, new rooms, and potential support for the school in procuring specialized tablets for students with specific needs.

3. Awareness-Raising on important topics

- In October/November, organize info sessions to support school initiatives, focusing on disability awareness (e.g., inviting a Paralympic athlete) and other relevant topics. The topics will be chosen in collaboration with the school, considering their feedback and priority well-being concerns, which may include:
 - Bullying and cyberbullying prevention.
 - Academic stress.
 - Addressing fake news, misinformation, and disinformation affecting students.
 - Other topics identified as needed

4. Community Building & Parental Engagement

- P5 to S1 Transition Support: Organize a transition meeting to support parents.
- Community Engagement and circular economy initiatives:
 - Footfest Tombola: help the school.
 - Second-Hand Sales: Coordinate the second-hand ski clothing sale in December and discuss having a second-hand book sale for all types of books to support parents and circular economy

K. Overcrowding Working Group

The aim of the WG Overcrowding is to understand and analyse the issues involving the overcrowding in Brussels European Schools and how they reflect on EEB2, in order to help to mitigate the issues in short and medium term.

In 2025, the activities of the WG Overcrowding will focus on the following issues (not in the order of priority):

- Planning of the changes in the EEB2 structure on the two sites to facilitate the BoG Decision of December 2024
- Measures that are necessary to execute the promise of the BE authorities regarding EEB2 nursery and primary school made in February 2025
- Ensuring a permanent and adequate school building for nursery and primary school for EEB2 in the near proximity of the Woluwe site as soon as possible
- An approach to population of both Evere and Woluwe sites that does not result in overcrowding of neither one of the school sites.

The WG will help to prepare positions and communication towards the stakeholders, including but not limited to the Office of Secretary General, the EC, the school management, other APEEEs, association of the new parents (AdP) and the Belgian authorities.

In its work, the WG will closely cooperate with other working groups, in particular, but not limited to, services working groups.