

## February 2025 Board Meeting

**Date:** Tuesday 18 February 2025 from 19h to 23h15

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

**Present in situ:** Célia ALVES RODRIGUES - Sofia AMOR - Luca CARAPELLI - Pierre DEBAR - Andrew Janis FOLKMANIS - Pim GESQUIERE - Joana GIL - Sanjee GOONETILAKE - Andrea GRGIĆ - Ute HAMMESFAHR (until 22h30)- Carin PERSSON SVENINGSON - Elita PETRAITIENĖ - Johanna PEYREDIEU DU CHARLAT - Jan VON PFALER

**Present online:** Vanessa BATISTA - Sabrina FASOLI - Alessia GHEZZI - Andrea HUTTERER – Bruno LARANJEIRA (until 22h10) - Myriam PINI - Fabrício SANTOS (as of 21h15 until 21h30) - David ZELINGER (until 22.35)

**Others:** Anja GALLE

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

Luca Carapelli updates the Board on a meeting between the Italian section and the school management, on the request of the Italian section, with the aim to discuss the move of nursery and primary to Evere on 2026. Main points:

- The school will open Eureka to access for students and parents one day a week (to be communicated by the school) due to the availability of volunteers.
- APEEE services related to the move to Evere school: enough space for transport, logistics for activities on both sites to be discussed, after school care previewed on both sites (for Secondary only in Woluwe).

The Board thanked the Eureka volunteers and the school management for the kind availability, engagement, dedication and intense work allowing the re-opening to be a success.

Jan Von PFALER and Joana GIL briefed the Board on the meeting held with the school director and the OIB representative on 17 February to prepare for the information session scheduled for 18 March. They reported that, starting in the 2026-2027 school year, the OIB will no longer offer after-school care activities for Nursery and Primary children in Woluwe. This decision is due to the lack of suitable accommodations for very young children once the conversion to a secondary-school-only site is complete.

LRT teachers send a thank you note to the president and canteen manager for beverages for teacher's kick-off breakfast on 4 February at the school gate.

## Agenda Points

### 1. Approval of the agenda.

At the request of Joana GIL, a point on "Handling of complaints on transports" is added to the agenda. Agenda approved by acclamation.

**Decision: the Board approves the agenda unanimously.**

## **2. Approval of the 30/01/2025 Board report.**

The report approved by acclamation.

**Decision: the Board approves the 30/01/2025 report unanimously.**

## **3. Board meeting dates for 2025**

The calendar of future Board meetings dates is left open, keeping the date for the next meeting – Thursday 20 March 2025. Members agree by acclamation.

**Decision: the next Board meeting will take on Thursday March 20<sup>th</sup>, 2025.**

## **Items for decision**

### **1. Financial management -**

The treasurer presents the topic.

The APEEE financial manager assignment ended at the end of the year. Consequently, the skilled resources for executing the financial management of the association consist of the part time external accountant and the treasurer, only the former being remunerated for the work. As the financial procedures are scattered and sparsely documented and rely on tacit knowledge of the said persons involved this constitutes a particular additional business risk. Based on experience of the recruitment process the previous year, new recruitment was unlikely to provide a quick remedy, and a quick recruitment process might result in a sub-optimal result with long-time financial commitments. Simultaneously an overview and assessment of the financial procedures would benefit of a senior person's overview. To meet the immediate need to ensure business continuity and to review the financial management structure it was decided to seek an interim manager with adequate seniority to tackle both needs. A task is to alleviate critical risks to business continuity in case of non-availability of the necessary personnel in future. During this interim period an adequate structure for the financial administration will be set up including any necessary recruitment.

The budget working group consequently assigned P. Gesquiere, A. Grgić, C. Persson Sveningsson and J. Von Pfaler with the APEEE director A. Galle to prepare a more detailed mission statement as basis for the evaluation and recruitment; to contact companies providing interim managers; and to select candidates for the task. Out of 10 candidates, 5 were pre-selected for interviews, and two are presented as potential recruitment in an order of preference. It is proposed a subgroup of the Board is mandated to negotiate and conclude a contract for interim financial manager on the behalf of the association.

The board agreed that the treasurer sets up appropriate milestones and targets to ensure that the financial manager not only fulfils its general tasks of management on financial aspects but also to deliver more broadly on his capacity of advisor, helping to identify shortcomings in the existing processes and setting up new ones. It was agreed that those milestones should be closely followed throughout the performance of the contract, to ensure the APEEE obtains the best possible service from the financial manager.

The Board votes to give the collective mandate to Pim GESQUIERE, Andrea GRGIĆ, Carin PERSSON SVENINGSON and Jan VON PFALER to negotiate and conclude a contract for interim financial manager for up to 3+3 months. A budget of [amount removed from the public document as a business secret] is approved for the purpose. It was agreed that the consultant would be given a clear list of milestones and deliverables, execution of which will be monitored very closely by the APEEE office and the dedicated Board member. The Board will be briefed about the planning and progress of the assignment monthly.

The decision was taken by 18 votes for yes (Célia ALVES RODRIGUES - Vanessa BATISTA - Luca CARAPPELLI - Pierre DEBAR - Sabrina FASOLI - Andrew Janis FOLKMANIS - Pim GESQUIERE - Alessia GHEZZI - Joana GIL - Sanjee GOONETILAKE - Andrea GRGIĆ - Ute HAMMESFAHR - Andrea HUTTERER - Bruno LARANJEIRA - Carin PERSSON SVENINGSON - Elita PETRAITIENÉ - Johanna PEYREDIEU DU CHARLAT - Jan VON PFALER), 2 votes for no (Myriam PINI - David ZELINGER) and 1 vote for abstain (Sofia AMOR).

**Decision: The Board gives the collective mandate to Pim GESQUIERE, Andrea GRGIĆ, Carin PERSSON SVENINGSON and Jan VON PFALER to negotiate and conclude a contract for interim financial manager for up to 3+3 months. A budget [amount removed from the public document as a business secret] is approved for the purpose. The Board will review the planning and progress of the assignment monthly.**

## 2. Handling on complaints of Transport

The Board discusses an incident in the area of transport and the need of a unified complaint policy for the APEEE services.

Transport Working Group coordinator Joana GIL shared her availability and interest to take some immediate actions regarding the complaints presented to the Transport services. The Transport Working Group coordinator expressed the need for a mandate to be able to take all necessary actions, notably by reaching out to staff, to initiate a follow-up on existing complaints. The Transport Working Group also explained that without such a mandate it would be necessary to wait until the 20 March to have a Working Group mandate which includes complaints, and only then it would be possible from a formal point of view possible to take some meaningful action.

Another Board member further stressed the importance of having visibility on the complaints and on their follow-up and mentioned that an actual complaints policy for services would be a useful element.

The Board votes unanimously to give a mandate to Transport WG together with Canteen WG and Extracurricular activities to take all necessary actions to follow-up complaints received in their respective services.

**Decision: The Board gives a mandate to Transport WG, Extra-curricular activities WG and Canteen WG to, ahead of the approval of their respective mandates, take any necessary actions to know, assess and take any follow-up measures regarding complaints received by each of their services.**

## 3. Elections of working groups/task forces coordinators and representatives

A note – abstentions are excluded from counting the votes and voting is anonymous.

Fabricio SANTOS stands for the position of ICT working group coordinator of the Board year 2025 and presents himself.

**Fabricio SANTOS is elected ICT working group coordinator with a 100% majority** (20 votes for yes and 2 votes for abstain).

Célia ALVES RODRIGUES stands for the position of Wellbeing working group coordinator of the Board year 2025 and presents herself.

**Célia ALVES RODRIGUES is elected Wellbeing working group coordinator with a 90% majority** (18 votes for yes and 2 votes for no).

Célia ALVES RODRIGUES, Sanjee GOONETILAKE, Elita PETRAITIENĖ and David ZELINGER stand for the position of representatives to the Wellbeing Advisory Board of the school (WAB) of the Board year 2025 and present themselves. The Board votes for 2 candidates and 1 substitute candidate. Each Board member has 2 votes.

**Célia ALVES RODRIGUES, Sanjee GOONETILAKE and Elita PETRAITIENĖ are elected WAB representatives with 11 votes out of 21 for yes** each to decide among themselves who is a substitute.

Ute HAMMESFAHR stands for the position of BAC coordinator of the Board year 2025 and presents herself.

**Ute HAMMESFAHR is elected BAC coordinator with a 100% majority** (20 votes for yes).

Pim GESQUIERE stands for the position of Statutes working group coordinator of the Board year 2025 and presents himself. Pim GESQUIERE stated as a priority for this Board, apart from the compliance of the statutes with the Belgian Company Law, was on the one hand a market assessment of the DPO, and on the other hand the finalisation of the internal rules of APEEE.

**Pim GESQUIERE is elected Statutes working group coordinator with a 88% majority** (15 votes for yes, 2 votes for no and 2 votes for abstain).

A discussion took place on the Overcrowding Task Force as to whether the Task Force should retain its name or be changed to Move to Evere Task Force. Since a scenario of overcrowding is not ruled out despite the move to Evere, the name remains relevant. It was suggested that the Task Force should reflect on adjusting the name to give the signal to the parents' community that the move to Evere will be within the remit of this Task Force.

Andrea GRGIĆ stands for the position of Overcrowding task force coordinator of the Board year 2025 and presents herself.

**Andrea GRGIĆ is elected Overcrowding task force coordinator with a 89% majority** (16 votes for yes, 2 votes for no and 1 vote for abstain).

A board member shared concerns with the absence of a proper on-boarding process for new members, as well as with some shortcomings around the way information is shared inside the Board. The lack of streamlined procedures poses a big risk from a continuity standpoint, also undermining transparency, efficiency and continuity inside the Board. In this context, it was suggested to create a Task Force the focus of which would be streamlining processes and working methods within the Board, in particular as regards information sharing, with a view to ensure its operational continuity and a smooth and efficient on-boarding of new members. There was general agreement as to the usefulness of creating

the Task Force on Board Operational Continuity. Ute HAMMESFAHR volunteered to coordinate the Task Force.

A discussion took place, on the need to seek and foster talent within the student community. Although this is not specifically covered by any given working group or task force, the Board agreed to keep this concern on its priorities throughout its mandate, under the aegis of the pedagogical matters.

**Ute HAMMESFAHR is elected Board Operational Continuity Task force coordinator with a 100% majority** (17 votes for yes and 1 vote for abstain).

It was proposed to create a Working Group for School Community building. There was in the past a dedicated Working Group dedicated to School Community building and has been merged for a couple of years with the Communication Working Group. The opinion was expressed that if there were sufficient volunteers, a dedicated Working Group could bring added value to this topic. Sanjee GOONETILAKE stands for the position of School Community Building working group coordinator of the Board year 2025.

**Sanjee GOONETILAKE is elected School Community Building working group coordinator with a 85% majority** (11 votes for yes, 2 votes for no and 2 votes for abstain).

## Discussion Points

### 1. Streaming of Board meetings.

Following the 9 January 2025 decision of the Annual General Meeting (AGM) that the APEEE Board meetings will be livestreamed to all parents (except for confidential issues), the technical details will be presented for discussion latest mid-March 2025, the Board discusses the topic. It is necessary to get DPO opinion and make a technical analysis of possibilities. The Board also agreed that a communication towards the parents about the current status of streaming needs to be prepared.

### 2. Communication with parents. Not discussed due to lack of time.

The meeting ended at 23h15.

Next Board meeting date is scheduled on 20<sup>th</sup> March 2025.