

December 2025 Extraordinary Board Meeting

Date: Thursday 04 December 2025 from 19.00h to 23h00

Location: Teachers' Canteen Woluwe & Online (ZOOM)

Present in situ: Vanessa BATISTA COUTINHO - Pim GESQUIERE - Elita PETRAITIENÉ - Jan VON PFALER.

Present online: Célia ALVES RODRIGUES – Luca CARAPELLI (joined 19h50) - Sanjee GOONETILAKE (left 20h00) - Andrea GRGIĆ (left 20h20) - Ute HAMMESFAHR - Johanna PEYREDIEU DU CHARLAT - Fabricio SANTOS.

Others: Emmanuel Bellis (APEEE Director)

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

I. Agenda Points

1.1. Approval of the agenda.

Agenda approved by acclamation.

Decision: the Board approves the agenda.

II. Items for discussion and decision (in presence of non-board members)

2.1. Extraordinary General Meeting - preparation

The Chair updates the Board on the organisation of EGM. The Convocation sent on 25-11-2025, followed by the letter on registration and proxies. Organisational matters are dealt by Board members and the school staff (preparation of Salle polyvalent for the meeting, registration, etc.). The Board goes through the practical details related to the logistics of the EGM.

The Board discusses the main points of the presentation for parents.

2.2. Annual General Meeting – preparation

The Chair updates the Board on the organisation of AGM on 15 January 2025:

- According to the Statutes the Convocation, agenda and resolutions must be sent 2 weeks before the AGM – 19-12-25 the latest (19-12-2025 is the last school day before the Christmas break).
- Email on registration, proxies and registration for access of non-Commission staff (to send before holidays).

- Email for call for volunteers for the welcome desk (2 per section).
- Membership Fee for 2026/2027. Reminder to pay membership fee of 2025/2026.
- Electoral Office and Tellers (to contact voting company), to be included in the agenda.
- Board members to be elected (20 vacancies, 5 continue with two years mandate)
- Election of members: maximum crosses per ballot (proposal 10). Email on the call for candidates.
- Interpreters (FR-EN, EN-FR) (only one has proposed, if no more – the translation will not be provided). Additional email to call volunteer interpreters.
- Agenda (to be approved by 11-12-25).
- Annual Report (to be approved by 11/12/25).
- Annual Audit (to be approved by 11/12/25).
- New mandate for the auditor (to be included in the agenda).

The Board is informed that APEEE auditor 3 years contract ends in January 2026. The current auditor has made in 2023 and 2024 recommendations on the financial governance with the APEEE and the need to document processes. These recommendations are currently being implemented. Therefore, the suggestion was made that within the current context of transformation, for reasons of continuity and follow up of the changes, to continue with the existing auditor. The Board discusses and votes on the contract with the same auditor for the next 3 years. The decision is taken by acclamation.

Decision: the Board agrees to sign the contract with the current APEEE auditor for the next 3 years.

2.3. Update on meeting with school management

The Chairperson informs the Board that a meeting with APEEE was called by the school management to discuss move to Evere impact and planning related to APEEE services. It was agreed with the school to have weekly meetings on the Evere move and Woluwe transformation. The Board is reminded topics discussed should be passed to the newly elected Board after the AGM.

2.4. Canteen transition

The Board is updated on the self-service Canteen model in Woluwe for secondary students from 2027 September the earliest. The Board is proposed to vote on the self-service model and to mandate the Board Treasurer and APEEE Director ad interim to submit to the school draft budget for the self-service Cantine model in Woluwe. The decision is taken by acclamation (9 votes for yes).

Decision: the Board decides to propose a self-service Cantine model in Woluwe (2027 September the earliest) and mandates the Board Treasurer and APEEE Director to submit to the school draft budget for the self-service Cantine model in Woluwe.

2.5. IT support and infrastructure renewal

The APEEE Director updates the Board on IT status: licences need to be updated (costs increase), some IT solutions are currently undersized, some oversized. Some parts of the infrastructure need to be replaced. The IT plan initially submitted is currently being reviewed. The updated plan will be presented to the Board next meeting.

III. Implementation of action points agreed at previous meetings (in presence of non-board members)

3.1. Invoicing

In progress. The debts collecting is improving.

In 5 years, the system had many mistakes which are being corrected. Currently a rigorous approach is followed, with several tests.

Hundreds of parents have sent letters asking for clarification of invoices and staff need to answer every email. There is no ticketing system, multiple functional mailboxes, some emails sent to multiple mailboxes. This makes the tasks of responding to questions cumbersome and time consuming.

3.2. Administrative support

Additional APEEE staff (1 position) contract will be signed 08-12-2025.

The meeting ended at 23h00.

Extraordinary Board meetings are proposed on 17 December 2025 (preparation to AGM) and 12 January 2026 (to approve December Board reports and any other business).

Next Board meeting date is scheduled on 11 December 2025.