



Réunion du Conseil d'Administration de l'APEEE Evere-Woluwe
Mercredi, 25 février 2026 – 19h00-22h30
Cantine de Woluwe & Zoom

MINUTES – MEETING OF 25 FEBRUARY 2026

Participant Board Members:

Albert Rädler (DE), Treasurer
Alessia Ghezzi (IT)
Andrea Grgić (NL) *[online]*
Andrea Panizza (IT), Deputy Secretary
Andrew Janis Folkmanis (EN)
Anja Semmelrodt (DE)
Anne Becker (DE), Vice-President for pedagogical matters
Carin Persson Sveningsson (SE) *[left at 23h10]*
Elita Petraitenė (LT)
Inês Sajara (PT) *[online]*
Jan Von Pfaler (FI)
Johanna Peyredieu du Charlat (SE) *[left at 23h10]*
Joana Gil (PT), Secretary
José Madeira (DE)
Lena Widefjäll (SE)
Mindaugas Skaraitis (LT), Member of the Bureau
Nicolas Lacroix (FR), Vice-President for administrative matters
Pascale Notarrigo (FR)
Peter Kögler (DE)
Pim Gesquiere (NL)
Rüdiger Martin (DE)
Soraya Lemaire (FR)
Vanessa Batista Coutinho (PT) *[online – left at 23h25]*
Virgilio Miolato (IT)
Virginie Battu-Henriksson (SE), President

Absent Board Members:

N/a

Other participants:

N/a

1. Approval of the agenda

Some Board members flagged the convenience of handling the HR matters earlier in the meeting. The agenda was adjusted and point 3.4. became point 3.2.

Decision: The agenda was approved by unanimity.

2. Approval of the minutes of the Board meeting of 22/01/2026

Decision: The minutes of the Board meeting of 22/01/2026 were approved by unanimity.

Andrea Grgić asked where the confidential part of the minutes would be stored, since in the past there were never any records for confidential discussions. Pim Gesquiere acknowledged that in the past that had never been done, and that there is no appropriate place in Sharepoint to keep files that are to be accessible only to Board members. The Chair took note of the concern and committed to seek a solution for the future.

3. Items for decision

3.1 Internal rules

The President introduced the topic flagging the importance of having a Board that functions in a smooth and transparent way. Having some internal rules that allow to establish ways of working is key and therefore an in-depth revision of the internal rules should be carried out in an appropriate format, that is, a Task Force. In the meantime it is important to ensure that the internal rules foster a transparent environment vis-à-vis the parent community, so a number of targeted changes are proposed.

The Board members agree unanimously that a Task Force should be created to focus on the internal rules. Peter Kögler volunteered to coordinate the Task Force

Decision: The Board agrees on the creation of a Task Force focussing on the revision and improvement of the internal rules. Peter Kögler is elected Coordinator by acclamation.

A discussion on the suggested changes to the internal rules took place. Jan Von Pfaler expressed his concern that the changes would be entrusting the Bureau with more competences than those allowed by the Statutes. He also noted that since the Belgian law is the backdrop against which the AISBL works, the requirement for unanimity in the approval of minutes in writing needed to be kept. The President noted that the Bureau was not being given any decision-making power. Moreover, under Belgian law, the requirements for approval of minutes can be lighter than the ones generally applicable to all other decisions. Andrea Grgić shared her concerns about the seemingly enhanced powers of the treasurer and of the Bureau, the removal of the Director's exclusive prerogative to present to the Board proposals concerning services and the deletion of the data protection reference about WhatsApp groups, since it had pedagogical value. Pim Gesquiere added that the sentence was drafted by the data protection officer (DPO) in 2021, following a situation that arose at that time, and that it has been part of the communication to all class representatives since then in the newsletter following the election of new class representatives. The President explained that the treasurer is not being given any additional powers, under the targeted amendment of the internal rules; the staff can remain as presenting the proposals affecting services, but should there be a case where it would be more appropriate to keep the proposal and discussion within the Board, Board members should retain that capacity as well, which is not the current case. Pim Gesquiere flagged the risks of having names in minutes; since Board minutes are public, this might result in Board members speaking just for external publicity reasons, which might lead to lengthy discussions and make Board meetings inefficient – which is what triggered in 2023 the approach of keeping the opinions and discussions anonymised. The Secretary noted that it is a matter of common sense from the participants and the person drafting the minutes, the objective being that any reader can have an idea of what were the participants' main views, as a way to strengthen the accountability of Board members towards the parents' community.

In light of the suggestions and comments made and in order to address the concerns shared the following adjustments were made to the proposed modified version submitted initially:

- i) 3.3.1.1, the proposed text “The Bureau as a body supports and advises the Secretary in the preparation of the draft agenda for Board meetings” was not added as other adjustments throughout the text would be needed and this point could be 1) de facto operationally implemented at the discretion of the President 2) be looked into as part of the work of the Task Force;
- ii) 3.3.2, b), fourth subparagraph: the sentence as regards the presentation of decisions on operation of the APEEE services was kept and the words “in principle” were added, to ensure flexibility in cases where the Board member might be better placed than a staff member to present the topic.
- iii) 3.4.1, c) Minutes, fourth paragraph: the possibility to approve the minutes in writing is added in an adjusted manner so that it requires explicit unanimity;
- iv) 7. Confidential information and data protection, last paragraph, last sentence: the sentence on the personal data protection in WhatsApp was adjusted instead of deleted, to ensure that the data protection is still referred to for informative purposes while clarifying that the personal data protection of these groups does not fall under the responsibility of the APEEE.

The Board voted for the approval of the changes as displayed in the Annex: **17 yes** (Albert Rädler, Alessia Ghezzi, Andrea Panizza, Andrew Janis Folkmanis, Anja Semmelrodt, Anne Becker, Inês Sajara, Joana Gil, José Madeira, Lena Widefjäll, Mindaugas Skaraitis, Nicolas Lacroix, Peter Kögler, Rüdiger Martin, Soraya Lemaire, Virgilio Miolato, Virginie Battu-Henrikson), **6 no** (Andrea Grgić, Carin Persson Sveningsson, Elita Petraitenė, Jan Von Pfaler, Pascale Notarrigo, Pim Gesquiere) and **2 abstentions** (Johanna Peyredieu du Charlat and Vanessa Coutinho Batista).

Decision: The proposed changes to the internal rules were approved as displayed in the Annex.

3.2. HR matters

[Confidential point due to data protection and privacy legislation]

Non-confidential point

In light of the absence of the Director, it is necessary to appoint someone to temporarily replace him to ensure the regular functioning of the APEEE. In past situations of temporary absence of the Director, as in 2024 and in 2025, Hong Ha Nguyen had already taken the role of ad interim Director. The appointment of Hong Ha Nguyen as ad interim Director is discussed and voted for.

The Board voted for the authorisation of Hong Ha NGUYEN to act as the APEEE Director ad interim, in the Director’s absence, or until a new decision of the Board, whatever comes first: **16 yes, 1 no and 8 abstentions**.

Decision: The Board appoints Mr. Hong Ha Nguyen to act as ad interim Director in the Director's absence, until the Director returns or until a new decision of the Board, whatever comes first.

Johanna Peyredieu du Charlat left the meeting at 23h10
Carin Persson Sveningson left the meeting at 23h10

[Confidential point due to data protection and privacy legislation]

Vanessa Batista Coutinho left the meeting at 23h25

The remaining points from 3.2 to 5.4 were not covered due to lack of time.

The meeting ended at 23h35.

Annex

3.3.1.1, first paragraph, second sentence	The only role of the Bureau as a body is to confirm <u>Bureau as a body confirms</u> that the list of class representatives, and therefore the electoral list of the General Meeting, is correct ¹⁸ .
3.3.1.1, new third paragraph and adjustment of existing third paragraph (now fourth)	The main importance of the Bureau are the members and <u>the roles and</u> the tasks they have in the association.
3.3.1.1, a) the Chairperson [President] new indent	- <u>monitors and approves the invoices as set out in Annex I</u>
3.3.1.1, b) the Vice-Chairperson [Vice-President] new indent	- <u>monitors and approves the invoices as set out in Annex I</u>
3.3.1.1, f) the Treasurer	- monitors the APEEE's orders and payments in cooperation with the APEEE's staff and external accountants and auditors, <u>in line with Annex I</u>
3.3.2, b), first paragraph	Each Working Group shall have a specific mandate, that empowers and limits <u>defines</u> the scope of its work.
3.3.2, b), fourth subparagraph	Therefore, <u>in principle</u> , decisions to be taken by the Board regarding the operation of the APEEE services or the APEEE Secretariat shall always be presented to the Board by the APEEE Director, and not by any Board member
3.4.1, a), second paragraph, fourth and fifth sentences	The revised draft agenda shall be shared with the Board as soon as possible and at the latest the day before the meeting, <u>when it is made public through the APEEE website</u> . The agenda is approved by the Board at the beginning of the Board meeting <u>and the approved version will be made available in the website replacing the draft version</u> .
3.4.1, a) Preparation of the meeting, Agenda, third paragraph + renumbering of points in the agenda	2. Approval of draft minutes of the previous meeting
3.4.1, a) Preparation of the meeting, Agenda, new fifth paragraph added	<u>During Board meetings, Board members keep their interventions short, fact-based and within the topic being discussed. The person chairing the meeting may set a time-limit for interventions (eg 3 minutes), if needed, which will then apply to all Board members.</u>
3.4.1, b) Decision process, Process, first paragraph, second sentence	In absence of the President, the meeting shall be chaired by <u>another Vice-President one of the two Vice-Presidents, or another member of the Bureau in the order described in article 17 of the Statutes.</u>
3.4.1, c) Minutes, first paragraph, fifth indent	-recording when a person has left the meeting <u>if that person makes the explicit statement during the meeting of leaving and the wish that this should be recorded.</u>
3.4.1, c) Minutes, first paragraph, seventh indent	- recording the different opinions expressed during discussions, including the dissenting opinions, but not the names of the persons expressing these opinions. <u>in principle with the names of the persons expressing those opinions, unless the person expressly requests his/her name not to be mentioned in association with an opinion expressed.</u>
3.4.1, c) Minutes, second paragraph	If a person would like to have their name recorded, this should be stated during the meeting as a statement for the record.

	<u>In addition, it is possible for a Board member to make a statement for the record.</u>
3.4.1, c) Minutes, fourth paragraph	The Board meeting shall be audio recorded electronically solely to facilitate the drafting of the minutes. The Secretary of the Board shall send a draft of the minutes to all Board members <u>as soon as possible after the meeting</u> , who can provide corrections or precisions if required. <u>A revised version is then sent to board members for final approval. The minutes are approved if all Board members approve them by the deadline. Otherwise, they are approved in the next Board meeting. They are then published on the APEEE website.</u>
3.4.3.1 Positions towards stakeholders	When a Board member will attend an external meeting where a <u>formal</u> position needs to be taken, the Board should be informed ahead of meeting, so that common positions can be discussed and reached, when needed as far as possible and as soon as possible <u>so that the formal position can be discussed and agreed.</u>
4.1 APEEE Director	The performance review of the Director is done annually by the President and another member of the <u>Board Bureau.</u>
4.2 APEEE Secretariat	Apart from the three services (transport, canteen, périscolaire), the APEEE Director has at his/her disposal <u>oversees the APEEE</u> Secretariat which provides administrative support to APEEE such as communication, IT services, accounting and general administrative management.
4.2 APEEE Services, fifth sentence	However, modifications of General Conditions can be done during the school year when they are in favour of the members of the association <u>parents who are clients of the service.</u>
7. Confidential information and data protection, last paragraph, last sentence	As a consequence, t The personal data protection of these groups does not falls under the responsibility of the administrators of these groups <u>APEEE.</u>
Throughout the text	Where it reads "Chairperson" changed to "President" Where it reads "Vice-Chairpoerson" changed to "Vice-President"
Throughout the text	Where it reads "educational matters" changed to "pedagogical matters"
Throughout the text	Minor editorial changes aimed at correcting typos and grammar mistakes.