APEEE BXL II – WOLUWE
BOARD REPORT

Date	**:**	**18 December 2018 at 19:00-23.30**
Location	**:**	**Canteen – Woluwe**
Present (16)	**:**	Vanessa Aulehla - Anthony BISCH (arrived at 21:00) - Manuela CARAMUJO (arrived at 20:30) - Bengt DAVIDSSON - Sanjee GOONETILAKE - Katarzyna HOREMANS - Jeroen JANSS (left at 22:15) - Saïda KHANBOUBI (left at 22:15) - Jovita LAZDINIENE (arrived at 21:00) - Johan MELANDER - Albert RAEDLER (left at 21:30) - Andreas ROGAL (left at 21:45) - Johanna SAARENTALO-VUORIMÄKI (left at 21:30) - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER (via skype and logged off 22:30)
Absent (4)	**:**	Mounia BENYAHIA - Christian BONDESON-EGGERT - Ana DUMITRACHE - Guido RICCI
Invited	**:**	Anja GALLE, Director of the APEEE

I **Agenda points**:

1. Approval of the agenda: Agenda is approved taken into account additional point 9 school entrance policy under any other business and point 10 request from Board member for mandate of observer for the organization of the university faire events in March 2019. Request is also made to move the point IV Interparents to point I.

   President congratulates the parents team who won the debate Parents – students on Monday 17/12/2018.

   Interparents:
   Feedback on Interparents: for the first time Interparents decided to write a document on the BoG meeting. Interparents is represented by the President and Vice-President at the Board of Governors and they are writing the notes of the BoG meeting. The final version will be done this week and send it to all APEEEs for distribution to the Board. Among the issues discussed at the BoG were:
   a) teacher recruitment: how to make the EEs more attractive for both seconded and locally hired teachers
   b) The Commission wants to raise percentage of seconded teachers back to 70% (from currently under 60), raising concerns among the locally hired teachers who send a letter to Commissioner Oettinger. IP insists on making sure all teachers fulfill the requirements, for example on languages, for our schools and asks Member States not to second teachers who do not, opting to contribute via the cost-sharing mechanism and enable schools to recruit suitable teachers themselves in case they cannot be found in the MS. The new marking system – cases of MS publishing conversion tables prematurely caused concern.
   c) The old NATO site is seriously being considered as a 5th school in Brussels and Uccle-Berkendael will become an EE campus permanently. Final decision expected soon.

   Action point: A. Rogal to send the final summary of the BoG meeting to the Board members.

2. Approval of the minutes of the Board meeting of 21/11/2018: two versions (V3a FT BD JVP and V3b SG MC BD JVP FT) of the Board report have been mailed to all Board members. Discussion is held on which approach to take on the level of details in the minutes of the Board meetings.

Request is made to delete the school bus number as in the version V3a FT BD JVP. Request is approved and school bus number will not be visible in the Board minutes.

Proposition is made to rephrase the allegation. Comments are made that Board minutes should stay neutral and not go into detail. Comment is made that when detailed descriptions of incidents are raised at the Board meeting it should be reported in a neutral way without mentioning the details.

President makes a suggestion for the modification of the Minutes of the Board meeting of November and reads the proposals for the agenda and the paragraph on the school bus incident out loud. Texts proposed:

"II Agenda points:
Approval of the agenda: Agenda is approved taken into account the point on school entrance policy under any other business and the request to add the points of the bus incident in the school and the streaming under the relevant WG points, if time allows"

"II Info and discussion point:

a) *Transport: transport working group meeting is scheduled on 6/12/2018 at 12:30. Proposition is made that when parents inform a Board member about a problem concerning the services, to discuss this first with the coordinator of the concerned working group. S. Goonetilake asks that the incident in the school bus is brought to the attention of the Board as she considers that it should be labelled as "racist". Discussion is held on this categorization and also on the possibility to apply disciplinary measures in certain cases. The need to better inform parents and have more formal follow up procedures is also discussed. S. Goonetilake had also raised this point in general with Mr Arnedo during the CEP&M where Mr Arnedo pointed out that all parents are to be informed that there is a link in the school website where one can complain about violence on the playground, swimming lessons and also in the school bus. It was agreed that APEEE transport would inform all parents who complain that there is a link in the school website to complain immediately:*
https://forms.office.com/Pages/ResponsePage.aspx?id=aeA505McU0OzBwsicDW6
One of the key issues that was brought was the need to contact parents from both parties when there is a complaint on violence. Some Board members also pointed out the necessity to engage the term "duty of care" as APEEE is the parents' association and not a commercial entity and that the care of the children would be a priority as is mentioned in the APEEE mission statement. Some Board members also raised the issue of gathering statistics, follow up of incidents and drafting a future follow up policy that would be standard for all core services. It was also proposed that APEEE should work together with school on issues of bullying and violence which happens in the core services as these incidents would have a primary effect on the children's wellbeing in the long run. APEEE periscolaire also faces such incidents and a psychologist has been hired this school year to deal with these incidents.
Procedure on follow-up of complaints will be further discussed during the working group meeting on 6/12/2018. Proposal is made to inform the school when it concerns measures.

Proposal was made to develop a future campaign on diversity and tackling violence in general regarding all forms of bullying on color, race, disability and religion etc.

Action point: *communication WG to discuss how diversity would be addressed to the school as a campaign.*
APEEE to inform all parents who complain of the link of the school website to inform the school of violence in the bus. See link:

https://forms.office.com/Pages/ResponsePage.aspx?id=aeA505McU0OzBwsicDW6QqLb1JM4oz1HkDJiNYYEvMpUNElCMVhIODc2S1o1TlRUUVRMWVRSQVRWWi4u »

Vote: vote is taken on the Agenda and Board minutes of the November meeting. All Board members voted in favor of the approval of the agenda. All Board members voted in favor of the proposed modified text of the minutes of the November Board., except 1 abstention.

Decision: Agenda is approved. The agenda and the minutes of Board meeting 21/11/2018 are approved with the proposed changes.

Proposition is made to give this task to discuss how diversity would be addressed to the school as a campaign to a Board taskforce at the new Board in 2019. Board members agree to this.

Written reservation is made by J. Melander on the decision by the Board that a candidate at the annual general meeting cannot be represented by a member linked to the Board (current, outgoing or candidate). In light of democracy, J. Melander expressed a written statement in the minutes of the Board report that he does not agree on the decision taken by the Board on the representation.

Comment is made that the decision of the Board at the 21/11/2018 Board meeting on the representation of a candidate at the AGM concerns a gentlemen's agreement, and depending on the situation, a decision can be taken case by case.

Proposition is made to make a change to article 4.6 Elections at the General Assembly of the working methods: "the members of the Board will abstain from presenting any candidate at the elections at the occasion of the General Assemblies." President informs that she will make a change in the last version of the working methods: "the members of the Board **should** abstain from presenting any candidate at the elections at the occasion of the General Assemblies.

Statement S. Goonetilake made a statement that she disagrees the way comments are not allowed to be reported in the Board minutes.

Comment is made by F. Tudini and other members that minutes cannot be used as the vehicle for presenting comments from external people that have not been proved.

V. Aulehla suggested board members to respect agreed working rules of the board on delegates' preparatory work and discussions to the working groups for proper assessment before issues are raised at board meetings.

3. Meetings & attendance question: On 16/1/2018: SAC meeting at 13:00.

II Info and discussion point:

- APEEE services:

  Canteen: Info canteen meeting for parents, teachers and staff was held on 28/11/2018 organized by B. Schmidbauer-Mogensen, A. Galle, P. Orlovski and D. Vincent. About 60 people were present out of the 150 registrated participants. Info meeting was very useful for the participants and the information given very much appreciated.

  Transport: transport working group meeting took place on 6/12/2018. Pedagogical follow-up is possible through the school. An overview of all reported school bus incidents the last three semesters was presented at the working group meeting. According to information available, it was noted by the working group coordinator that none of the incidents has re-occurred. Measures were taken by APEEE in order to prevent the incidents from happening again.

Data protection point is discussed on whether it is possible to inform the school about the school bus incidents in case the parents do not want the information to be disclosed. The way forward on this could be that the APEEE indicates in the terms of use, which the parents accept when registering their children for an APEEE service, that in case an incidents happens during the service and the incident is considered to be severe, the APEEE has the right to communicate the incident to the school in order to properly address the incident finding a holistic solution.

Comment is made that in the CEP&M meeting it was pointed out that parents have the possibility to fill out a complaint document. The proposition is made that this should also exist for the incidents with secondary students.

Proposition is made that a general framework concerning the complaint structure should be created for all APEEE services.

Transport working group member B. Davidsson request the coordinator to add to the minutes of the 06/12/2018 working group meeting the document on "principles and guidance" that he had prepared for the working group meeting as well to add the conclusions of the discussion. The paper concerns the criteria and guidance that are used by APEEE transport service when bus routes, stops and time tables etc. are created with a view to review them and for clear communication to customers on rules that applies. The working group coordination informed the board that he does not support the initiative, considering that improvements compared to the procedures in place at present are not demonstrated and also to avoid additional administrative burdens without providing any value added.

President concluded that the document and the discussion with conclusions (point 3 of the WG meeting) should be added to the minutes of the transport working group meeting but not to the Board minutes.

Extra-curricular activities: question is asked about the organization of an Arabic class next school year during the extra-curricular activities. Reply is given that teacher is invited to contact Ms Jean Villanueva as of March 2019 to discuss the possibilities.

III Discussion points and vote:

1. Annual general meeting:

- Electoral office for the AGM: information is given that the President will most probably not be able to attend the start of the Annual General Meeting at 19:30. J. Melander has therefore kindly accepted to chair the annual general meeting on 24/1/2019. Therefore Mr Melander can't no longer take on the task of President of the electoral office. M. Caramujo has kindly offered to become part of the electoral office for the AGM and act as President of the electoral office.

  The new composition of the electoral office consists therefore now of Ms Ieva Eggink, Ms Annakarin Hedin, Ms Katarzyna Horemans, Ms Johanna Saarentalo-Vuorimäki and Ms Manuela Caramujo, the last will act as President of the electoral office.

  Decision: The Board members approve the new composition of the electoral office and the President thanks M. Caramujo for her cooperation.

- Update on annual report: At the moment the texts on CEES, CEP&M, Welcome WG and Active Community WG are missing for the annual report.
  Action point: All concerned working group coordinators are urged to send the requested texts to A. Galle **by Friday 21/11/2018 at the latest**.

- Arts-loi resolution: discussion is held whether it would be useful to write a resolution on the Arts-loi building for the annual general meeting. It might be a good idea to have a

statement on this at the AGM. Comment is made that it's important to think this through and whether it's reasonable to do so. Board should reflect on what they want the AGM to vote on. This should be considered carefully.

1. Mandate to Ms. Caramujo for substance abuse policy: Ms. Caramujo has mailed information on the substance abuse policy to the Board members and this will be attached to the minutes. The idea is that the school would create a task force on substance abuse policy. The meeting was supposed to take place this year, but this will probably will not be possible. Question is therefore asked whether Ms. Caramujo can receive a mandate from the Board to continue her work on substance abuse policy in 2019.

   Vote: all Board members vote in favor for giving mandate to M. Caramujo to continue her work on substance abuse policy in 2019.

2. Updated delegation of authority: all Board members received a copy of the updated delegation of authority. The President explains the proposed modifications. The big change is the 2500 euro budgeted cost initiated and approved by the committee.

   Another change is the approval of invoices value 50.000 – 100.000 euro. Now these need to be approved by the Bureau. In the new proposal these will only need to be approved by 3 out of Treasurer, Head of related working group, President and Vice-President.

   Vote: all Board members voted in favor of the updated version of delegation of authority.

3. Working arrangements: position as "Member" in the bureau: the APEEE statutes stipulate that the APEEE Administrative board shall elect from among its members the following bureau:
   - One Chairperson, who shall be Chairperson of the Association
   - One Vice-Chairperson especially responsible for educational matters
   - One Vice-Chairperson especially responsible for administrative matters
   - One Secretary
   - One Assistant Secretary especially responsible for information
   - One Treasurer
   - One Member

   Proposition is made to assign the Member of the Bureau to the HSS working group coordinator. Then the Member of the bureau will have a specific task and since the bureau mainly deals with staff issues, HSS can be part of that because HSS topics occur within staff issues as well.
   Discussion is held on the proposal. Comment is made that if you want to make a change to the bureau then it should be changed in the statutes. The bureau should not handle be Health, Safety and Security matters. Question is also asked why to change the format of the bureau now when we arrive at the end of the Board mandate. Reply is given that the decision has no impact on the Statute but it will be incorporated into the Working methods which is not a binding document. The new Board can decide to adopt another approach.

   Vote on the following is taken: to add to the working methods that the member of the Bureau should be the working group coordinator HSS unless this person has already taken on that function.
   Vote: 12 Board members voted in favor and 2 board members voted are against.
   Decision: Member of the Bureau should be given the function of HSS working group coordinator, unless the coordinator already taken on that function.
   Action point: F. Tudini to modify the WM accordingly

4. Proposals to support the Media Club : S. Goonetilkae has mailed a proposal to the Board support the Media Club by buying equipment for them. The students of the Media club had worked diligently to prepare this proposal. They thanked APEEE in advance for supporting the

Media Club and pledged to look after the equipment with responsibility. The list of items to be purchased are 3 cameras, 5 tripods, 2 sound equipment and 3 gimballs which are to be shared by over 30 members. A question was asked who would take the responsibility for the equipment. Reply is given that a teacher will take responsibility and that Lea Andries has offered to store the camera equipment in her office. The media club proposal is attached separately for those interested in more details.

Vote: all board members vote in favor of the proposal to grant 1.935 euro to buy camera equipment for the Media club.
Decision: APEEE will grant 1.935 euro from the Social Fund to the Media club to buy camera equipment.

IV Any other business:

1. Temporary site: APEEE has send a letter to Commissioner Oettinger on 17 Dec. Information on the temporary site was also sent to the parents. Feedback and questions were mailed to the communication working group to reply to them.

   The APEEE team was congratulated with the letter and the information given to the parents. The information to the parents has been very much appreciated as shown by the strong feedback from the parents.

   Question is asked for an update on the legal advice assignment on the temporary site. Basically what the APEEE can and should do is to receive access to the building and this could apparently be obtained via the Commune. Question is asked whether the legal study is ready because a timeframe of 2 weeks was asked. Reply is given by J. von Pfaler that he's not happy with the speed the lawyers are responding and also not with time table, since this seems to be later then what was agreed.
   J. von Plafer explained that APEEE Xlles has added a task to the deal which apparently delayed the project. As soon as the legal study is ready an update will be mailed to the Board.

   Information is given that APEEE Presidents have been invited by Commissioner Oetinger to attend a meeting on 10/1/2019 at the Cabinet Oettinger concerning the Arts-loi project.

2. Update from the WG & task forces:
   a. Feedback from CEES: Report on the CEES meeting of 18/12/2018. Points discussed at the meeting were:
      i. S1 to S4 Study room – school has bought 8 Ipads for the students using the study room at the moment that their teacher is absent and they don't have a replacement teacher. Furthermore, sport teachers have been assigned by the school to take the students who don't have a replacement teacher and are sitting in the study room outside to the sport fields. School management, rep teachers, students and parents agreed that it's better for students to spend more time on the sport fields then sitting inside.

      ii. School trips – Mr Schmelz announced that he might introduce some more guidelines on the non-mandatory school trips which could lead to a reduction. Parents rep are thankful for the engagement of teachers in organising school trips but understand that school management need to apply some more rules and conditions. An overview of the school trips in the school year 2017/2018 confirmed that many school trips were organised inside and outside Brussels. The school policy for the moment foresee
         - to stick to the maximum amounts foreseen for non-mandatory school trips as agreed years ago together with APEEE (http://www.eeb2.be/website/secondary_school_trips)
         - to centralize as much as possible excursions during the 3 excursions weeks (end of October, 3rd week of March, 4th week of May)
         - to use the school bank account to collect money from the parents
         - to use an agency as a strong recommendation in order to avoid problems.

iii. On career counselling – orientation school informed that activities will be further structured giving students more possibilities to get information on other universities then the ones in their L1 language. Parents invited teachers to ask APEEE in case they are looking for volunteer parents to simulate interviews, for volunteer parents offering university or career expertise or financially in case they would like to invite professional career counsellor for collective and individual counselling. Teachers and school management welcomed these offers as in particular for professional career counselor coming from abroad the costs could be a problem.

iv. BAC statistic, Bac reform - School agrees with parents that there seem to be variations in pupil performance particularly at the level of the Baccalaureate ("there are variations between sections but further research needs to be done to see if these differences are significant. Variations tend to be greatest in written exams. On the basis of the latest available statistics (see http://schola-europaea.eu/bacc/report/2018/mobile/index.html, discussions with school have re-started only recently on this issue. It was decided to work in a separate working group beginning 2019 which could be used to discuss more in detail also the planned reforms on the bac (APEEE members have received a critical assessment on the planned reform per email).
Comment is made to encourage the Board to make more time for this topic and to liase more effectively with parents from other schools through interparents. It was highlighted again that interparents through the various groups in which their members sit (in particular the JTC) influences (sometimes only informally) the content of pedagogical reform plans that at the end the BoG officially adopts or endorses. A proper mandating of "lines to be taken" of these members is encouraged, or as compensation a minimum debriefing is expected to allow for a transparents decision making process

vi. Digitalisation of the Prebac - Starting from this year the prebac is digitalised and teachers need to do as for the written bac. All agreed that this reform is worrying, as teachers cannot correct on the exam anymore and therefore student can´t benefit and learn from a correction, if it is done on a separate sheet and anonymised. No added value for the school and the students is visible, only increased burocracy and the fear that it will only be used by the central authority to gather more easily information in view of a BAC reform. The Director informed that together with at least 8 other ES there were trying to avoid or reduce the impact of this change.

b. Interparents: is discussed under point 1.

3. Feedback from informal school management meeting of 23/11: following points were discussed at the school management meeting on 23/11/2018:
   - Perimeter of the school
   - Prefabs: OIB would be ready to give more modules but there would be need for a convention. They are waiting for a permission.
   - Drugs: Teachers are requested to integrate abuse of substances in the curriculum (for example during the biology class).

4. Feedback from SAC meeting of 29/11/2018 where the following points were discussed:
   - Entrance policy: the APEEE President was informed about a complaint from the security and agreed to inform the Board and urge colleagues to treat the security team with respect and allow them to do their job properly.

   - Students requested to install water fountain in the sports hall. School agrees with the request but there is nothing for the time being.
   - Vending machines: A. Mees will discuss with the CDE committee how the products of the vending machines can be improved.
   - Rules of use of the video cameras at school
   - Fire drills – performed according to plan under the lead by new prevention officer

- Failures of Régie des Bâtiments –On 30 November 2018, APEEE provided the European Commission with three important and illustrative examples of systematic failures and negligence of Régie des Bâtiments – on fire safety, the canteen, and on third floor primary building
- Technical assessment of the primary building to be performed by an external company on request of the school. They will assess technical aspects of the whole primary building. The aim is to prepare a proposal for decision, specifically addressing the heat problems on the third floor, at the next School Administrative Board (CA) meeting on 29/01/2019.
- Education and wellbeing plan for students

5. Inclusive education in the European schools (ES): M. Carmujo informed about the working group which has been lobbying concerning inclusive education in the ES. An Inter APEEE meeting is scheduled on 15/1/2019 to study what would be the best approach for this lobbying to be successful.

   Information is given that Mr Arnedo has asked M. Caramujo whether the APEEE could organize a workshop "dans le peau d'un enfant" for the parents at school. Conference could be organized on 13/3/2019 and budget is asked of 300 euro. The education support WG still have a remaining budget which will be sufficient to cover the expense of 300 euro for the conference on 13/3/2019.

6. University fairs for Dutch speaking universities and high-school in March 2019: K. Horemans asks whether an extension of her mandate until the 20/3/2019 could be given, so that she can take on the task to organize the university fair for Dutch speaking universities in March 2019.

   Information is given that she could be given the position of a volunteer in the Board. Which is a membership in the long run without voting rights. Question is asked whether she can use a woluweparents.org email address. For run-off projects this could be considered and be approved by the new Board. This could be allowed for anyone who was part of the Board and is still working on a project. The mandate should be reconfirmed by the new Board.

   Comment is made that in that email signature the position of K. Horemans should be explained. For example coordinator for WG and a disclaimer for example designation for somebody from the Board working on a project.

   Mr Simon Sharron agreed to have the University fair at our school in March 2019. This will be organized by K. Horemans in cooperation with the coordinator of the Dutch section.

   Decision: Board agrees that K. Horemans can use the woluweparents.org email address until the organization of the University fair is done. After the organization of the University fair the email address will be closed. It **was agreed** that J. Janss who is working on Wellbeing project and M. Caramujo working on the Drugs project would receive the same status for their voluntary work done for the Board.

   M. Caramujo informs that a PT University fair for students will be organized on 20/2/2019.

7. ACI and enrolment policy for 2019: information is given that basically, nothing has changed. 2 things are explained: there will be no cross transfers because it's too costly and the small sections in the existing schools won't be drained by creating satellite classes in Berkendael. They have received a protection clause.

Next meeting is the Annual General Meeting on 24/1/2019 at 19:30