

APEEE BXL II – WOLUWE BOARD REPORT

Date : 19 March 2019 from 19:00 to 23:15
Location : Canteen – Woluwe
Present (18) : Luís AMORIM – Anthony BISCH - Ana DUMITRACHE - Bengt DAVIDSSON - Sanjee GOONETILAKE – Giles HOUGHTON-CLARKE - Szilvia KALMAN - Natalia KARPENKO – Marius LAZDINIS - Roberta MAGGIO - Johan MELANDER - Akvile MOTIEJUNAITE - Elita PETRAITIENĖ - Pia PISTOL DIBOINE - Andreas ROGAL - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER
Absent (4) : Tatiana ALMEIDA - Vanessa AULEHLA - Saïda KHANBOUBI - Minna MELLERI
Others : Anja GALLE, Director of the APEEE

I Agenda points:

1. Approval of the agenda: Agenda is approved adding the point “report on recently occurred meetings” under any other business.
2. Approval of the minutes of the Board meeting of 13/2/2019: minutes are approved.

Action points of the report of the Board meeting of 13/2/2019 are reviewed:

Action point: A. Galle to fill out the APEEE structure document with the names of the elected Bureau members, the names of the working group coordinators and the names of the working group members and send it to the Board members for check-up. Final APEEE structure document to be published on the APEEE website. -> **APEEE structure document is filled out, has been checked and is published on the APEEE website.**

Action point: Each working group to prepare a presentation with the priorities for 2019 to be presented at the March Board meeting. If possible, communication should be circulated in written by 15/3 in order to speed up discussion. -> **is on the agenda of tonight’s Board meeting.**

Action point: J. Melander to inform the Board at the next Board meeting on the Delegation of Authority. -> **J. Melander informs** about the purpose of the delegation of authority which has been created in order to give the APEEE staff guidelines on what can be done and how concerning the financial management. J. Melander will share the document with the Board members and has done during the current Board meeting via email to all Board members.

3. Meetings & attendance question: the upcoming meetings are:
 - a. On 22/3 Central Enrolment Authority meeting. F. Tudini will attend
 - b. On 25/3 CEP&M meeting organized by the school. Information is given that a request will be made to the school to postpone the CEP&M meeting to April.
 - c. On 1/4 enlarged HSS working group meeting organized by the school. P. Pistol Diboine and A. Galle to attend.
 - d. On 4 and 5/4 Interparents meeting at Varese. A. Rogal and J. von Pfaler to attend.

II Discussion points and vote: no points for discussion or vote listed.

III Any other business:

Information is shared on the use of the woluweboard email accounts. Each Board member has received a woluweboard email account. The woluweboard email account (Outlook via Office 365)

has been created to be compliant with the dataprotection law and ensure that each Board member receives and sends information via a secured account. Board members are requested to only communicate and share information via the woluweboard email account and following a set of guidelines. The guidelines for the Board members in order to process all personal data in full compliance with the General Data Protection Regulation will be communicated to them via a separate message in the next couple of days.

3 Board members have not started using the secured account yet and are requested to do so by Friday 22 March at the latest.

Information is given that sometimes the server doesn't seem to work. Board members experiencing such a problem are asked to take a screenshot of the problem and send it with their question to A. Sioen, so that the problem can be checked and solved.

Office 365 offers plenty of opportunities concerning use of a group work calendar, sharing of documents etc. 2nd phase of the project is to start using these options in order to create a working environment which will make it more efficient for the Board members to work together and work on the same documents.

Action point: A. Galle to contact the 3 Board members and urge them to activate their woluweboard email account by Friday 22 March at the latest.

Action point: F. Pelister to inform the Board about the standard distribution group lists.

1) Priorities for 2019 of the working groups:

➤ CEP&M WG: priorities 2019 proposed are:

- To foster communication on educational issues between parents and school/ (regular feedback through regular feedbacks.
- To contribute to the blooming of the children in an inclusive environment preventing any form of violence.
- To maintain a permanent and constructive dialogue with school management with a critical friend attitude.
- To advise, support and accompany parents on a request-based approach.

Decision: a mandate is given to the CEP&M working group to pursue the 2019 priorities.

Concerning the budget request of the CEP&M working group, the WG is thinking about organizing an evening with the class representatives of kindergarten and primary. The idea is still to be explored. Once a final decision is taken the budget request will be made.

➤ Interparents WG : a working group meeting took place on Monday 18/3. The working group is to contribute to the IP decisions on the most important subjects, namely:

- Financing in the European schools
- Recruitment of the teachers to be discussed at the BoG meeting in April 2019
- Secondary reform: language policy : which languages are taught
- New marking system: system how students are graded
 - Non – IP group : there's a working group within the Europeans schools who tries to define how the new marking system will proceed. That WG consists out of inspectors, directors and an expert from the Netherlands.
- BAC reform

Decision: a mandate is given to the Interparents working group to contribute to the IP decisions.

Question is asked what is the input which the Interparents working group needs from the Board for the meeting in Varese on 4 & 5 April and for the BOG meeting. The agenda of the BoG is not known yet.

On the teacher contract issue, question is asked whether there is anything from DOCEE which can be circulated to the Board? This information would be valuable in order to get a position from the Board.

Action point: Interparents working group to identify the topics that will be discussed at the Varese meeting and then circulate to the Board so that there may be a discussion about the positions on this topics that we wish to take. Specifically J. von Pfaler was requested to circulate information on the proposed changes to teacher contracts

J. von Pfaler explains to the Board the way decisions are taken in the forums where IP represents the parents, such as the JTC. IP has very few votes therefore its impact is through influence and having well developed arguments rather than voting power. Likewise J. von Pfaler explains that Woluwe is only one voice amongst all European Schools in IP therefore is not able to force IP to adopt any particular positions. Key therefore is to develop strong and well-argued positions on the issues that Woluwe Board wants to prioritize.

Action point: J. von Pfaler to pull all perspectives together before the BoG meeting.

➤ **CEES WG:** priorities 2019 proposed are:

- Recruitment of teachers / Absence of teachers / lost hours
- Streaming policy of English and French L2 (S1 to S3):
- Career counseling – orientation
- Improve S3/S4 préau
- Mobile phones
- Information flow
- Choice of subjects
- Non-compulsory trips
- Assistance to parents / students during BAC
- BAC results at Woluwe, BAC reform
- End of school years – 180 days

Decision: a mandate is given to the CEES working group to pursue the 2019 priorities.

Question on hiring teachers for longer times: is this to be discussed at the Board? Reply is given that we need an informed discussion at the Board level.

➤ S. Goonetilake, L. Amorim, S. Kalman to prepare proposal for the Board on streaming, in the next period, so that the Board may come to a conclusion on this issue to communicate to J. Schmelz as an input into his review process.

Action point: CEES & CEP&M working group coordinators to define a responsible within their working group to follow up and define a common approach to how intermediate length teacher absences should be addressed. It is recognized that this is a particular problem, where a solution is needed that goes beyond a temporary replacement teacher. These 2 volunteers Board members are to prepare a common proposal in order to have an informed discussion at the April Board meeting.

Feedback is given to add item on qualified teachers and the guarantee of the quality of the teachers to the discussion.

Action point: for the point on assistance to parents / students during BAC, ask V. Aulehla to coordinate the Secondary WG to consider options.

➤ Canteen WG: priorities 2019 proposed are

- Building excitement amongst pupils about the Canteen healthy food offer
- Optimizing further the ecofriendly approach
- Preparing the survey questions incl allergies.

Decision: survey working group is created with AM as coordinator. The WG will assess the best way if surveying pupils staff and other stakeholders about a range of APEEE services and also issues in relation to the school (e.g. SEN) Members of the WG are A. Motiejunaite, M. Melleri, B. Schmidbauer-Mogenssen, F. Tudini, J. Melander, E. Petraitienė, A. Bisch.

Action point: working group to prepare a proposal for the May Board meeting.

- Communication plan for the TV screens: inform the audience about the allergens,
- Self-service and how to reply to specific requests
- Request for use or sale of less food wrapped in plastics such as the waffles. To be discussed at the canteen working group meeting.

Decision: a mandate is given to the Canteen working group to pursue the 2019 priorities.

➤ Transport WG: priorities 2019 proposed are

- Green transport plan:
 - Reduce harmful emissions by increasing the share of higher Euro standard vehicles
 - Increase the share of students making use of bus services
 - Communication at the end of the school year
- Optimising services by moving stops to STIB / De Lijn stops
- Develop Q&A for the website and follow up on parents' feedback
- IP tracking on individual basis
- Transport WG is asked to re-assess launching a GPS tracking service for pupils and parents so they know when their bus is arriving. Comment was made that security concerns previously stopped such a service being launched. To be re-discussed

Decision: a mandate is given to the Transport working group to pursue the 2019 priorities.

➤ Extra-curricular activities WG: priorities 2019 proposed are

- To ensure a high-quality offer which is in line with the expectations of the parents/children
- To improve communications to parents
- To value our staff (from Managers to monitors and surveillants)
- To improve the Open Day (15 June 2019)
- To roll out the new registration system

Decision: a mandate is given to the Extra-curricular activities working group to pursue the 2019 priorities.

➤ IT WG: meeting will be scheduled in April. Priorities 2019 will be presented at the next Board meeting.

➤ HSSG WG: meeting will be scheduled. Priorities 2019 proposed are

- General: to ensure that a full safety assessment of the school will be organized, that the school is aware of associated risks and is in compliance with legal regulations and policies throughout the working process.
- Health: to ensure a good micro-climate and wellbeing for the children.
- Safety: to support the school to identify major infrastructural problems of the school site and support them in their contacts with appropriate authorities.
- Security: to foster the exchange of information with the school aiming at offering a secure, safe and child-friendly school environment for the pupils.

Decision: a mandate is given to the HSS working group to pursue the 2019 priorities.

Information is given on the heating problem occurring on the 3rd floor of the primary building. On sunny days the temperature in the classes on the 3rd floor of the primary building are far too high. Solutions are looked for by the school, on the short term the school has invited 3 companies to test the use of solar films on the windows. The testing will be organized between now and the Easter holidays. Once the testing is done, the school will ask the selected company to put the solar film on the windows of the classes. This would already result in a drop of 7°C in each class.

A long-term solution is the possible installation of a ventilation & cooling system on the 3rd floor. This would represent a cost of 400 to 500K. The school management informs that funds may be secured for this investment. However, support of Mr Oettinger and Mr Beckman is needed

Action point: Letter to be prepared to Mr Beckman by Thursday 21/3 at the latest.

Action point: letter to be prepared in order to send via a channel to Mr Oettinger within the next 48 hours by Thursday and Friday.

Proposition to organize crowdfunding in order to find the funds for the investment Reply is given that it's dangerous to create precedents for parents contributing to the costs of the school infrastructure, which is the responsibility of the Belgian state.

Discussion is held on the prevention plan of the school. Proposition is made to ask a copy of the prevention plan without the confidential information on the emergency procedures.

- **Communication WG:** no meeting scheduled yet. Priorities 2019 will be presented at the next Board meeting.
Request is made to provide articles for the first newsletter.
Remark is made to be careful not to spam the parents with too many emails. The communication group will debate the issue and propose to the Board how this should be managed.
- **Budget WG:** meeting scheduled on Monday 25/3.
- **Enrolment WG:** Priorities 2019 proposed are
 - Monitoring new developments regarding the enrolment policy
 - Providing analysis for the overall APEEE position
 - Represent the interests of all sections equally

Decision: a mandate is given to the Enrolment working group to pursue the 2019 priorities

- **Active community WG:** no meeting scheduled yet. Working group coordinator has met with S. Roda, a former Board member in order to receive information and an insight on what has been started and how. One of the projects is to work on the volunteer's database together with the working group coordinator of the school community building WG. Organize a volunteer thank you dinner and look at projects such as the bees projects, as well as organize conferences on teenager topics.
- **Welcome committee WG:** no meeting scheduled yet. The next welcome morning coffee would be organized on 29/3 in the cafeteria in the sports hall. All Board members are kindly invited to meet with the parents at this event.

- Educational support WG: postponed to the next Board meeting. Information is given that an "A gifted children network" has been created and every Board member who's interested can join. Question is asked who's interested in working with Jeroen Janss on this topic?
E. Petraitienė volunteers.
 - School community building WG: no meeting scheduled yet. Priorities 2019 will be presented at the next Board meeting.
 - Compliance & risk assessment WG: the working group coordinator met with A. Galle, APEEE Director and R. du Moulin, APEEE Prevention Advisor. The compliance and risk assessment documents were mailed to the working group member. Information is given that the APEEE is compliant with the law. The APEEE is also supported by an external partner IDEWE. For the working group assessment can be made whether the risk assessment and mitigation plan can be improved and question could be analyzed whether for the future, if all control mechanisms are in place, there's a need for a Compliance & risk assessment WG. At the moment there's no need for a budget request.
 - Mobility programme: working group coordinator will meet with Ms Christiaensen on 20/3/2019. Priority is to make the programme relevant again to more students.
 - Arts Loi WG: the Board members received detailed information following the meeting of the Arts-Loi working group on Monday 18/3. The good news is that the RdB are now de-prioritizing the Arts-Loi site in favor of starting with temporary premises on the NATO site, as proposed by parents. There remains a risk that Arts-Loi will be reactivated hence it is agreed that confirmation of this will be requested from the RdB and OSG. Reasons given are that there may be issues to do with converting the building back after its use as a school, though the indications are that the parental campaign was also instrumental in this decision.
Action: seek confirmation that Arts-Loi is no longer an option
- 2) Data protection – Board responsibilities: Board members will receive in the next few days a document explaining their Board responsibilities and staying compliant with the data protection law.
- 3) Working style and behaviors:
Email communication: Question is asked how we deal with the email communication? There are a lot of important topics, therefore there's a volume of emails. Proposition is made that if there's a discussion email, and you need the reply of all, the message should be sent to all Board members. However, if it concerns one question then the Board members could reply to that person only.

Working group approach: Proposal is made that a working group approach is must probably going to be the best approach. When an email topic pops up it should go to the working group, then all the preparatory work can be done by workings group and eventually be proposed to Board.

Keep cool, stay calm: We are all part of the Board because we care, and we are passionate about things. When you are passionate you want to do things, but sometimes people have different opinions. Then it's important to keep the emails cool and calm. That would be an excellent objective to keep in mind.

Email approval: Information is given that 'all-parents' emails should be approved by the Presidents. For section reps emails, so emails to your section, you can send your email to the APEEE secretariat for distribution to the parents of your section.

Information is giving that documents can be shared via Onedrive. It will also be possible to use the Outlook calendar function.

Question is asked whether a deadline can be set for people to vote on things. Could the use of a doodle voting system be considered?

Action point: APEEE secretariat to look at possibility how to simplify the voting process via the doodle function.

Board agenda: protocol to be used for the future Board agenda's:

- Follow up on action points
- Round table of working groups: update
- Discussion of key issues, a more open discussion: Board members are welcome to mail their topics to the President and Vice-Presidents before the Board meeting (copy to A. Galle).

- 4) Meetings: CEES, CEA, Gds, DAO, restricted HSSG, Interparents working group
- a. Bullying conference: cyberhelp will be launched in September 2019. Info can be asked to S. Kalman
 - b. CEA meeting of 15/3: EEB II got 72 additional requests for registration next year, second only to EEB IV (73), during the first phase. Board members received a report.
 - c. Substance policy meeting on 19/3: Ms Andries will submit a proposal for the next CEES meeting. The Board will be informed by her beforehand.
 - d. CEES meeting of 19/3: short report will be mailed to the Board members. Action for the APEEE to consider policy on non-mandatory school trips (price level)
 - e. Meeting with DAO on 14/3: info was shared with the Board members via the monthly update prepared by A. Galle

Next Board meeting will take place on 11/4/2018 at 19:00 in the canteen of the teachers.