

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	:	8 October 2019 from 19:00 to 23:10
Location	:	Canteen – Woluwe
Present (15)	:	Tatiana ALMEIDA - Vanessa AULEHLA - Anthony BISCH – Bengt DAVIDSSON - Ana DUMITRACHE - Sanjee GOONETILAKE – Giles HOUGHTON-CLARKE - Natalia KARPENKO - Roberta MAGGIO - Akvile MOTIEJUNAITE - Elita PETRAITIENĖ - Pia PISTOL DIBOINE - Andreas ROGAL - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI
Absent (7)	:	Luís AMORIM - Szilvia KALMAN - Saïda KHANBOUBI - Marius LAZDINIS - Johan MELANDER - Minna MELLERI - Jan VON PFALER
Others	:	Anja GALLE, Director of the APEEE Erwin VAN DIJCK, Manager Administration & Finance'

I Agenda points:

1. Approval of the agenda: Agenda is approved.

Question is asked whether it's necessary to capture in the minutes the departure time of Board members, and if so, then perhaps the arrival time should also be captured. Discussion is held. **Decision** is taken that it's not necessary to capture the arrival and departure time of the Board members to the Board meeting, except if a Board member specifically asks for it to be mentioned.

2. Approval of the minutes of the Board meeting of 17/9/2019: vote is taken on the minutes of the Board meeting of 17/9/2019:.

Vote: 2 Board members abstain, all other Board members approve the Board report of 17/9/2019.

Decision: Board report of 17/9/2019 is approved.

Recap of the action points of the report of the Board meeting of 17/9/2019:

Action point: M. Malik will attend the Board meeting on 21/11/2019. Board members are invited to send suggestions for topics for Ms Malik to T. Almeida.

Action point: G. Houghton-Clarke, V. Aulehla and B. Schmidbauer-Mogensen to have a new meeting with the locally hired teachers reps. F. Pelister to propose dates for meeting.

3. Meetings & attendance question: the upcoming meetings are:
 - a. CEA meeting on 14/10/2019: F. Tudini to attend
 - b. CEP&M meeting on 5/11/2019, followed by the meeting of the class representatives of Primary & Maternelle, organized by the school.

Report on the following meetings is given:

- CEA meeting: during the CEA meeting on 2/10/2019 the topic on overcrowding was discussed. Each director is asked to perform an intern analysis of his/her school and prepare a document with tailor made solutions per school.

Action point: G. Houghton-Clarke and F. Tudini to discuss this with Ms Mailik.

Information received from school on number of students who can't eat in the canteen due to lesson timings

- Meeting of canteen sub group on space took place on 4/10/2019. B. Schmidbauer-Mogensen, A. Motiejunaite, P. Orlovski, D. Van Geel, A. Galle attended. Mr Van Geel informed that he would make a simulation concerning the time tabling of the 3rd primary students for the school year 2020-2021. At the moment the P3 students arrive to eat at 11:40 instead of at 11:45, in order for them to have 20 minutes to eat. They have to leave the tables at 12:05 at the latest in order for the tables to be cleaned and prepared for the S1 students who arrive to eat at 12:15.
- Meeting with A. Mees took place on 3/10: G. Houghton-Clarke, M. Lazdinis and A Galle attended. Because of the ending of the vending machine contracts the school is no longer disposing of about 15.000 euro revenue from the vending machines. This money was used to pay for financial support for student activities, buying sport material, financing events such as Eurosport, Science Symposium and etc. It is agreed that this money will be replaced as of 2020 through an additional to the charge to parents for pupil development activities. The APEEE agrees to provide support as needed prior to September 2020 - though all requests will need to be processed through the normal approval process

II For discussion & vote

1. Honorary Member: it has been pointed out that M. Lazdinis' offer to continue to help as a treasurer until the annual general meeting needs to be aligned with the APEEE statutes. The statutes stipulate:
 - Article 4: Every member must be a parent of a child at the European School of Brussels II Woluwe.
 - Article 13.3: Administrators shall retain their status as full members throughout their term of office, unless they are dismissed by the General Meeting, acting by a two-thirds majority of the full members present or represented.
 - Article 6: each year, at their request, four parents per class of the school, selected by the parents of each class as their representatives, may be approved by the Administrative Board as full members. The full members (class representatives) shall retain that status until such time as those replacing them are appointed.

These 3 articles are not aligned and leave room for confusion. Therefore question is asked whether another Board member is willing to take on the task of Treasurer as of now. V. Aulehla is willing to take on the role of Treasurer. Members of the Board agreed.

Decision: V. Aulehla is the Treasurer from now until the AGM.

Question is asked whether the Board would be in favor of nominating M. Lazdinis as a Honorary Member? Article 7 of the APEEE statutes stipulate:

Admission to membership as an honorary member shall be subject to a decision of the Administrative Board. By derogation from article 4 being a parent is not required. The honorary member is not required to pay a contribution fee and may neither vote nor stand for election at the Administrative Board.

Vote is taken to nominate M. Lazdinis as a Honorary Member as stipulates article 7 of the APEEE statutes.

Vote: all present Board members vote in favor

Decision: M. Lazdinis is voted a Honorary Member of the APEEE Bxl II Woluwe

2. Annual General Meeting:

- Financial report 2018-2019 + budget 2019-2020: The financial report and the budget have been mailed to all Board members. The 2018-2019 profit and loss accounts show an actual loss of 14.074,50 €, while a loss of 83.358,62 euro was budgeted. The 2018-2019 balance sheet shows a total of 2.244.235,34 €. The APEEE holds reserves in order to meet its legal obligations towards staff in the event that it ceases activities. At present, the reserves are in line with this financial obligation.

Extra-curricular activities: there's a loss of 18.431,66 euro in 2018-2019 which was due to the fact that there were more monitors hired, supervisors worked more hours and we identified classes which were making a loss such as dance, theatre, Interclass-Foot-fest, and the supervision). The extra-curricular activities have a reserve of 299.425,89 euro. The budget 2019-2020 for the extra-curricular activities seeks to close the budget gap through bringing prices for these activities into line with costs. This budget was approved by the Board in June 2019.

Affaires generales: is mainly to cover the cost of the APEEE administration. A small surplus was made of 1.365,57 euro. All is in line with what has been budgeted. The Affaires generales have a reserve of 101.651,19 euro. For the 2019-2020 budget a loss 3.089,46 euro is foreseen due to an increase of the APEEE administration cost. Therefore the budget working group proposes to increase the annual contribution fee from 45 euro to 50 euro as of September 2020, of which 5 euro will be allocated to the Social Fund. The annual contribution fee has not been raised since more than 12 years.

Cantine: a loss was made of 67.450,31 euro which was mainly due to the fact that the canteen had to close during the month of September due to the delayed works. There was therefore no income during that month, but the fixed costs needed to be paid. Other reasons for the loss are the price raise of the food cost and the cost of the self-service. The canteen has a reserve of 352.089,73 euro. The 2019-2020 budget for the canteen is still under discussion and a proposal will be mailed to the Board for approval via written procedure later this week.

Social fund: a small surplus was made of 2.883,18 euro. All is in line with what was budgeted. The Social fund has a reserve of 101.917,81 euro. For the budget of 2019-2020 a loss is scheduled of 13.115,46 euro. This is due to the decision to allocate more funds to projects such as BRUMUN, Education support project, HSS project etc. Board members ask to increase the amount for possible allocation to not yet identified projects from 3000 to 9000 euro, which will bring the budgeted loss to 19.115,46.

Transport: a surplus was made of 67.558,72 euro. The main reason for this is that the PMO Commission has closed the verification for the period of 2012-2015, and the provision which the APEEE had budgeted for this can be put back in the accounts. The reserves for transport are 843.331,40 euro. For the 2019-2020 transport budget a break-even result is proposed by the transport working group and the budget working group, which will be possible due to the increase of the transport fee of 1365euro to 1410 euro. The increase in cost is due to the indexation of the bus transport and 180 days of transport instead of 179 days.

Voting on the financial report 2018-2019 and the budget 2019-2020 (transport, Social Fund & Affaires Generales) is done.

Vote: all Board members voted in favor of the financial report 2018-2019.

Vote: all Board members voted in favor of the budget 2019-2020 (transport, Social Fund, Affaires Generales).

Decision: Financial report 2018-2019 and the budget 2019-2020 can be presented to the AGM.

- APEEE Membership fee 2019-2020: the budget working group members propose to increase the APEEE annual contribution fee from 45 euro to 50 euro as of September 2020, of which 5 euro will be allocated to the Social Fund. The annual contribution fee has not been raised since more than 12 years.

Vote: All Board members present voted in favor.

Decision: APEEE membership fee 2020-2021 to be raised from 50 euro (of which 5 euro for social fund). This will be proposed to the General Assembly.

A discussion was held on whether the 5 euro for the Social Fund could be increased to 6 euro. Since the Social Fund disposes of a reserve of 99.034,63 euro, the Board members agree to keep the amount for the Social Fund to 5 euro. It's to be noted that the Board agrees as well to continue to contribute to good causes. However, every demand for allocation of funds for a good cause needs to be presented to the Board for discussion and approval.

- Draft agenda for G.A. 23/1/2020: all Board members received a draft of the agenda for the AGM on 23/1/2020. Board members are asked to reflect on the guests they would like to invite, so that the necessary arrangements can be made
- Number of vacant mandates: at the moment there are 13 vacant mandates. If no other Board member with a 2 year mandate resigns then the vacant mandates will remain at 13.

Action point: Board members are invited to reflect on standing again for election and the Board members with a 2 year mandate are invited to inform A. Galle whether they want to continue their mandate or not.

III Round table of working groups: update

1. Interparents: Interparents meeting took place on 7 and 8 October at ES school Bxl IV Laeken. Topics discussed were:
 - a. Marking scale
 - b. IT pedagogical
 - c. Events: Eurosport,
 - d. New working group: sustainability working group has been created
2. CEES: CEES meeting was on 24/9. Report has been mailed to all Board members.
3. CEP&M: the next CEP&M meeting will take place on 5/11/2019. This CEP&M meeting will be followed by the class reps meeting. Proposition is made to organize an evening for the class reps of primary and kindergarten by the end of November.
4. Canteen: Canteen meeting took place on Thursday 3/10/2019. During the meeting the budget canteen was mainly discussed, as well as the BAC activities (BAC breakfast, BAC cocktail and BAC Dinner for school & teachers).
5. Transport: Transport meeting took place on 24/9/2019. All Board members received the report. The transport budget 2019-2020 was approved.
6. Budget group: Budget group meeting took place on Thursday 3/10 during which the transport budget, the Social Fund budget and the Affaires Generales Budget has been discussed and approved. Budget group working members also approved to propose a raise of the annual contribution fee from 45 euro to 50 euro as of September 2020. The annual contribution fee has not been raised in over more than 12 years.
7. Extra-curricular activities: Interclass-Footfest organization has been done, and message was published on the APEEE website explaining the price increase.

8. School community building:
a) Global Climate Strike - September 20-27

SCB working group participated and joined forces with the Ecology group students and the teachers of EEB2. There will be an article written to the newsletter reporting the EEB2 contribution. Around 60 activists from the EEB2 marched together including the teachers. Some parents joined the march through EU staff for climate banner.

N. Karpenko is coordinating this project.

- b) BRUMUN 2020 -

Note the proposal to the board and the presentation of the students.

Regular meetings have been held with the Brumun committee and trainings have been given on financial management by J. von Pfaler.

Next steps - Brumun Advisory Board to be established with the school management. S. Goonetilake and J. von Pfaler will represent APEEE.

Information is given that the student run Brumun Committee is on the path of progress and there are some challenges to be addressed. One of the challenges is to find the teachers who are willing to take on the role of assisting the students and supervising the students during the event. The Brumun Advisory Board is currently being formed. Jan and Sanjee are currently making a business plan/road map for the event together with the students. Brumun is scheduled for end of March 2020.

- c) SCB will prepare a text to inform the parents about the Science Symposium. E. Petraitiene, S. Goonetilake and S. Khanboubi have met the responsible teachers.

E. Petraitiene is coordinating this project.

Science teachers are to show slide show to students on the upcoming science day and competition.

- d) EEB2 school competition, the "Science Competition Day" will take place on the 22nd of November in the Salle Polyvalente. The deadline for handing in the project proposal form is Friday, the 25th of October, before the autumn holiday
The European Schools Science Symposium (ESSS) will then take place in Karlsruhe, Germany, from Sunday 26th to Wednesday 29th April 2020.

- e) SCB WG is preparing some articles on the projects to the newsletter to bring the school community closer. Some interviews with the key personalities in the School, Footfest, Brumun, Climate strikes, Eureka etc.

9. IT group: is postponed to the next meeting.
10. Health, Safety & Security WG: is postponed to the next meeting.

11. Communication WG:

- a. Discussing information policy from Board members towards parents: question is asked how to communicate and what? Do we want to send out reports to the parents? How much information do we want to send to the parents? And what about the content and the quality of the content. A proposition was made to make a flash report of the key school meetings (CEES, CEP&M) to be mailed to the class reps after those meetings. Info is given that the CEP&M working group coordinator is planning to make a short flash report, run it by the Deputy Director of Primary so that it can be checked on the facts, and then mailed to the parents.

Discussion is held on the topic. Several opinions and visions are shared. Such as if you want to talk to all parents let's communicate via website & newsletter. Question is raised what communication needs to be approved by the President or by the entire Board?

It is discussed whether individual working groups should develop their own brands and communicate with these directly with parents. Concern is expressed that this may confuse parents - who understand the APEEE but not necessarily sub brands. Also it is acknowledged that there need to be standard policies for issuing communications.

Procedure for sending a communication: all memo's to all parents need to go to the President, both Vice-Presidents and the coordinator of the Communication Working group before sending.

Conclusion: CEES & CEP&M flash reports can be mailed to the class reps after approval through the WGs.

Action point Communication WG to prepare a set of guidelines on communications from the APEEE and working groups.

12. Enrolment policy WG: has been discussed at the beginning of the meeting.
13. Welcome policy working group: is postponed to the next meeting.
14. Active community WG: is postponed to the next meeting.
15. Educational support working group: information is given that parents in different sections are concerned concerning the approach of the review of processes in primary. The school is putting forward a model of support for the child which sometimes contradicts what the medical report says for the child.
Action point: to put this on the agenda of the November Board meeting.
16. Compliance & risk assessment group: doodle is mailed to set a date for the next meeting.
17. Task forces:
Mobility programme: no new information available.
Arts-loi: no new information available.

IV Any other business:

Next Board meeting will take place on 21/11/2019 at 19:00 in the canteen of the teachers.