

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 21 November 2019 from 19:00 to 23:10
Location	: Canteen – Woluwe
Present (18)	: Tatiana ALMEIDA - Luís AMORIM - Vanessa AULEHLA – Bengt DAVIDSSON - Sanjee GOONETILAKE – Giles HOUGHTON-CLARKE - Szilvia KALMAN - Natalia KARPENKO - Saida KHANBOUBI - Roberta MAGGIO - Minna MELLERI - Akvile MOTIEJUNAITE - Elita PETRAITIENĖ - Pia PISTOL DIBOINE - Andreas ROGAL - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER
Absent (3)	: Anthony BISCH – Ana Dumitrache - Johan MELANDER
Others	: Anja GALLE, Director of the APEEE Erwin VAN DIJCK, Manager Administration & Finance Kamila Malik, Director of the school Ms Divers, Auditor

I Welcome Ms Malik: the President welcomes Ms Malik to the Board meeting. Following topics are discussed:

- Ms Malik informs that the main challenge to work on at the moment is to harmonize the 2 cycles at the school to create one school community. This is done step by step and starting with the Christmas concert, which this year will be combined across Primary and Secondary instead of 2 separate concerts. Another example is that for the Science symposium P5 students will be invited to observe.
- The question is asked what is the policy of the school with respect to China? Ms Malik informs that the Chinese language has become an official language L5 in the ES. Part of the costs are paid by the Chinese embassy under its Confucius institute programme. All Brussels schools have the opportunity to participate. The APEEE also provides Chinese language lessons, the teacher for which is part paid by the Chinese embassy. Concern is expressed by some board members concerning the role of the Confucius institute within the school - it is agreed to debate the topic at the next meeting.
- Question is asked about the request of Mr Marcheggiano concerning the self-assessment (room – space) of the school, which is part of the exercise in deterring if the school is overcrowded. All Directors have made the assessment and have mailed it to Mr Marcheggiano. Ms Malik informs that the report was done seriously.
- Meeting of Groupe de suivi took place: during this meeting Régie des Bâtiments stated approval was pending from the Belgium government for a primary and maternelle school of 1500 places. This school will be build using modular prefabrication techniques on the NATO site, and is to open in 2021. Separate to this a 5th school for 2500 students is foreseen in 2026 on the same site. The building will be according Belgian school norms. Concern is expressed that an additional 400 students will be enrolled in 2020 for whom there is no space in the existing

schools. Furthermore, the new school, which is welcomed, will not address the overcrowding in Secondary.

- Question is asked concerning a possible collaboration across sections in order to create a school culture to grow to something more common? And how does Ms Malik sees the collaboration among sections? Ms Malik replies that harmonization has limits and it's not possible to harmonize everything, because we might lose the pedagogical liberty as well as the culture experience etc. Ms Malik recommends doing an exchange among teachers to learn from each other.
- Health & safety & security given the escalating wellbeing issues, including mental health and bullying, Ms Malik is seed whether a programme such as KIVA can be introduced too tackle this. Ms Malik replies that we are the only school in Bruxelles who has not introduced KIVA yet, and that she supports KIVA and was responsible for its introduction in Ixelles. It should be possible to introduce KIVA here at our school.
- Ms Malik informs that it's important to create a relationship between Inspectors and the parents. Therefore, she has written a letter to all inspectors informing them that once a year they are invited to meet with the parents when they visit our school. The Board members will be informed about the visit of the Inspectors.
- Ms Malik informs that the Board members will be invited to a New Year's Breakfast in the Jean Monet room in January.

II. Agenda points:

1. Approval of the agenda: Agenda is approved.
2. Approval of the minutes of the Board meeting of 8/10/2019: minutes are approved.
3. Meetings & attendance question: the upcoming meetings are:
 - a. Interparents meeting: next week. A. Rogal to attend.
 - b. CEA meeting on 10/12/2019: F. Tudini to attend.

III Presentation and approval of the Report of the "Commissaire aux comptes":

Ms Divers, financial auditor, attended the Board meeting and informed the Board members about the audit she has performed (Rapport du commissaire aux comptes) on the APEEE accounts in the framework of the Financial Report for the year 2018-2019 and in conformity with the Statute of the Asbl. Ms Divers informs about the legal obligations the APEEE has as an "asbl". All members of the Board have received the "rapport du commissaire aux comptes".

Ms Divers gave a summary of her findings during the audit of the financial accounts for the year 2018-2019. Ms Divers explains about the allocation of the result and the choice which the APEEE has in this matter. The APEEE can either decide not to allocate the result 2018-19 but to leave it on the "Résultats reportés» or can decide the allocation of the result 2018-19 to the "Fonds Affectés" of the 5 departments. As has been done last year, the result will be allocated to the "Fonds Affectés" of the 5 departments.

Decision is taken by the Board for the allocation of the result 2018-2019 to the "Fonds affectés" of the 5 departments. This has been added to the resolutions for the AGM: Resolution 2: "The General meeting approves the accounts 2018-2019 presented and approves the allocation of the results into the 5 corresponding department's allocated funds."

A vote is taken to approve the Rapport du Commissaire aux comptes and the financial accounts 2018-2019 as described in the schéma BNB des comptes annuels de l'APEEE au 31/08/2019 in order to make the documents available to the Annual General Assembly for final approval.

Vote: All Board members present vote in favor to approve and to make the "rapport du commissaire aux comptes" available to the Annual General Assembly, as well as the BNB scheme of the annual accounts of the APEEE at 31/08/2019.

Decision: The "Rapport du commissaire aux comptes" has been approved and the BNB scheme of the annual accounts of the APEEE at 31/8/2019 and can be presented to the General Assembly.

The information is given that the mandate of the Company "Groupe Audit Belgium" of 3 years expires at the AGM of 23/1/2020. Question is asked whether the mandate of the company "Groupe Audit Belgium" represented by Ms Divers can be renewed for another 3 years.

Vote is taken on whether the mandate of the Company "Groupe Audit Belgium" represented by Ms Divers, can be renewed for another 3 years. All Board members present vote in favor.

Decision: Board agrees to propose to the AGM the renewal of the mandate of the Company "Groupe Audit Belgium" represented by Ms Divers for the next 3 years. Resolution below will be added to the standard resolutions:

Resolution to be voted at the AGM:

The GENERAL ASSEMBLY appoints the company "Groupe Audit Belgium" sprl, Avenue du Bourgmestre Etienne Demunter 5/10, at 1090 Brussels (Jette), represented by Ms Divers, Company Auditor, resident at Rue du Baty 42 at 1370 Jodoigne to fulfill the mandate of Auditor for three years, expiring at the Ordinary General Meeting which will approve the annual accounts as at 31 August 2022. Her emoluments are fixed at 4.180€ per year (excluding VAT), indexable annually.

Action point: A. Galle to check whether rotation of Audit company is needed or legally obliged.

Ms Divers has been invited to the Annual General meeting on 23/1/2020 to answer possible questions from the parents. Ms Divers has confirmed her presence.

The President thanks Ms Divers for being present at the Board meeting and for all the work she has done for auditing financial results of the APEEE.

IV For discussion & vote

1. Annual General Meeting:

- Approval of the agenda: all Board members received a copy of the draft agenda of the annual general meeting.

Vote: All Board members present voted in favor.

Decision: Final agenda is approved by the Board.

- Approval of the electoral office for the G.A.: The statutes stipulate that a minimum of 4 tellers is required for the electoral office. Ms Ieva Eggink, Ms Annakarin Hedin, Ms and Mr Albert Raedler, and Mr Luis Amorim has volunteered to become members of the electoral office. Mr Amorin is proposed as President.

Vote: All Board members present voted in favor.

Decision: The Board members approve the composition of the electoral office and the President thanks the members of the electoral office for their assistance.

- Number of completed mandates: at the moment there are 13 mandates that expire at the forthcoming AGM.
Mr Luis Amorim announces that he will unfortunately not be able to continue his 2 year mandate due to pressure of work. He will therefore resign at the AGM. The President thanks Mr Amorim for his contributions, input and work during the past year.

Due to the leaving of Mr Amorim the Board members agree that the number of vacant mandates at the moment is 14.

- Approval of the resolutions for the G.A.:
Vote is taken on the proposed standard resolutions (resolutions 1 to 8). All Board members present vote in favor.
Decision: the proposed standard resolutions (1 to 8) are approved by the Board in order to be presented at the annual general meeting.

- Update on the annual report: up till now only 1 working group has sent a text for the annual report. All other working group coordinators are urged to send the text for their working group to A. Galle as soon as possible.
- Introductory session: it is agreed that an introductory session prior to the first board meeting is important for new members to explain roles in the APEEE, issues and the overall governance structure. It is agreed to hold such a meeting in the canteen over dinner on 28/1 at 18:30
 - **Action point:** A. Galle to check whether the kitchen team can organize a dinner on 28/1/2020.
 - **Action point:** Communication WG to discuss how to organize a communication campaign to promote the Board & its projects.
- First Board meeting for the new Board will be on 5/2/2020 at 19:00
- December board meeting: question is asked to shift the 19/12 Board meeting to either 8/1 or 9/1.
Vote is taken: 10 Board members vote in favor of changing the December Board meeting date to a date in January (8/1 or 9/1).
Decision: 19/12 Board meeting is postponed to 8/1 or 9/1.
Action point: A. Galle to check whether there are any meetings scheduled on 8/1 or 9/1.

III Round table of working groups: update

1. School community building:

1-Science Symposium and Science Fair - Science Fair will take place tomorrow at the Salle Polyvalent. The deadline for applications was 28 October 2019. The SCB WG, worked together with the science teachers in charge at the beginning of this year and produced an information email to the parents to give support to their children. Since only the students were aware of this event, this year for the first time, the parents have been informed and hopefully this will bring in a new trend to promote science education and also promote innovative new skills. Our objective for next year is to make it more democratic by getting more students involved. EEB1 has a large-scale science fair and the idea is to meet with their team to exchange good practices. Elita is in charge of this project.

2-Climate Change awareness and activities of the Ecology Group

EEB2 has just launched "Child Press", a project to make awareness on climate change through child journalists. The SCB working group has agreed to meet the Child Press President and the senior team next week. This is a project similar to BRUMUN and will concentrate on Climate Change awareness. They have already received office space at the European Council, Residence Palace. - Natalia and I are in charge of this project.

3-BRUMUN 2020 will be held from 29 March to 2 April 2020. <http://www.brumun.eu/>

It is a student run project and currently after receiving APEEE financial support, we have become key stake holders in reviving Brumun. A BRUMUN advisory board is being formed.

Some of the milestones this month has been the First Training Day. The purpose of the Training Day has been to prepare the EEB2 students in public speaking skills and prepare the actual event to be as "good" as possible as the delegates of other schools. We have currently schools applying from Switzerland, Ethiopia, Sri Lanka, the US and several European Countries including Spain, France and some schools from Ireland which came last year. We reached the minimum budget target, but the challenges are there to reach the maximum target. This needs to be addressed.

The training day took place last Saturday the 16 from 9 to 5 pm. Jan and I took part in the programme and helped to supervise the event with the help of three teachers from 7:30 am to 6 pm. There were around 100 delegates from EEB2 who attended. The second and the third trainings will take place in February and March.

Concern is expressed that there needs to be more engagement from the school and as of yet only 3 teachers have committed. A meeting is scheduled with school management on 6 December to review progress and identify a lead teacher who can own the event on behalf of the school.

There are many challenges which need to be addressed. The Board expresses its hope that at the end of this academic year, there will be a clear road map for the future of BRUMUN to be student run.

4- School Community Building WG planned at the beginning of this year to have an InterApeee School Community Building WG network meeting. Dates are being planned to have the event before Christmas.

2. IT group:

- a. Update on IT situation: an IT consultant was engaged to audit the APEEE infrastructure and functionality. The report proposes various upgrades, which are in train. A study of potential software solutions to replace the customer build elements with standard industry packages is underway, centered on CRM and webshop applications.
- b. Common folders: concept is explained by A. Motiejunaite. At present the Common folders are not widely used hence there is no central repository of key documents developed and shared by the APEEE. It is pointed out that apparently, it's not possible to use track changes on word documents saved in sharepoint (to be validated) All Board members are encouraged to start using Sharepoint and saved documents in the shared folders.

Action point: each working group coordinator to publish the documents in the working group folders.

3. Interparents: next Interparents meeting is on 28/11 and 29/11. A. Rogal will attend. Topics for discussion will be new marking scale and overcrowding.
4. CEP&M: Mr J. Arnedo has organized a meeting on 5/11 with the class representatives of kindergarten and primary.
5. CEES: a working group meeting will be organized soon. Information is given that a Key competences conference was organized by the European Commission/DG EAC on 12-13 November.

- A delegation from EEB2, including Mr Shmelz, 8 students and two teachers participated. Student representatives were very active and their contribution was highly appreciated by the organizers. Students from the media club prepared a full coverage of the conference. Videos will be available soon.

- Ms Kalman will have a follow-up meeting with Mr Shmelz and other EEB2 participants to discuss how some of the lessons from the conference could be put in practice in the school.

6.

Teacher training is scheduled during the pedagogical day on 6/1/2020: Theme of the training is "happy students learn best" – the school has provided the budget for the expert, but they lack 700 euro. In case the school can't find the budget, question is asked if the APEEE can help out. Concern is expressed that this would constitute parents funding expenses which are solely the school's responsibility, which sets a dangerous precedent. No conclusion is drawn - it is agreed to discuss the matter with the school management.

7. Canteen: postponed to the next Board meeting.
8. Transport: postponed to the next Board meeting
9. Budget group: information is given that the rules of the Social fund are being looked at and that a proposition to the Board in order to change the threshold might be done.
10. Extra-curricular activities: the minutes of the last WG had been circulated previous to the board meeting reporting on the figures on current registrations, implementation of the new rules, problems tackled and preparation of the Green Card Week (9-13 December).
11. Health, Safety & Security WG: information is given that AC will be installed asap on the 3rd floor in the primary building.
12. Communication WG: meeting took place on Tuesday at Cook & Book and discussion was held on guidelines on communications from the APEEE and working group.
Action point: A. Rogal to send short report on the meeting to the Board members.
13. Enrolment policy WG: postponed to the next Board meeting.
14. Active community WG: postponed to the next Board meeting.
15. Welcome policy working group: postponed to the next Board meeting.
16. Educational support working group: information is given that meeting with Ms K. Fernandez will be organized.
17. Compliance & risk assessment group: postponed to the next Board meeting.
18. Task forces: Mobility programme: no new information available.
Arts-loi: no new information available.

IV Any other business:

In order for the Company J. Jordens to publish in the Moniteur Belge the leaving of M. Marius Lazdinis since September 2019 and the nomination of Ms Vanessa Aulehla as treasurer, the Board needs to give the company J. Jordens a mandate so that they can perform this task.

Vote is taken on whether the Board members agree with the following:

« Le conseil d'administration de l'APEEE Bxl II donne le mandat à Mme Marion de Crombrugghe, du Bureau J. Jordens sprl/Kreanove sprl, situé à Avenue Kersbeek 308 à 1180 Bruxelles, de signer les formulaires pour publication dans le Moniteur Belge qui acte la démission de M. Marius Lazdinis comme membre du C.A. de l'APEEE et qui nomme Mme Vanessa Aulehla comme trésorier de l'APEEE. »

Vote : All Board members agree with the proposed paragraph which gives the mandate.

Decision: Ms Marion de Crombrugghe of the company J. Jordens sprl/Kreanove sprl is authorized to organize the publication in the Moniteur Belge.

Next Board meeting will take place on 8/1/2020 at 19:00 in the canteen of the teachers.