

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 8 January 2020 from 19:00 to 23:30
Location	: Canteen – Woluwe
Present (18)	: Tatiana ALMEIDA - Vanessa AULEHLA – Anthony BISCH - Bengt DAVIDSSON - Ana Dumitrache - Sanjee GOONETILAKE – Giles HOUGHTON-CLARKE - Szilvia KALMAN - Natalia KARPENKO - Roberta MAGGIO - Minna MELLERI - Akvile MOTIEJUNAITE - Elita PETRAITIENÉ - Pia PISTOL DIBOINE - Andreas ROGAL - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER
Absent (3)	: Luís AMORIM – Saïda KHANBOUBI - Johan MELANDER
Others	: Anja GALLE, Director of the APEEE

I Welcome

President informs that Ms Motiejunaite has announced that she has decided that she will not continue her 2-year mandate as DE representative in APEEE. She sincerely hopes that a parent with more time for the important matters at the APEEE board will be elected. The President thanks Ms Motiejunaite for her contributions, input and work during the past year.

At the moment there are 14 mandates which are vacant at the forthcoming AGM. Due to the leaving of Ms Motiejunaite the Board members agree that the number of vacant mandates at the moment is 15. Resolution number 1 of the AGM stating the number of crosses per ballot paper will therefore be modified and updated from 14 to 15 crosses.

Resolution 1 : The GENERAL MEETING names as tellers: Ms Ieva Eggink, Ms Annakarin Hedin, Ms Marjut Leskinen, Ms Nicola Ostertag, Mr Albert Raedler and Mr Luis Amorim, the last being President of the electoral Office, and fixes **at 15** the maximum number of "crosses" per ballot paper.

II Agenda points:

1. Approval of the agenda: the agenda is approved taking into account the request which was made that during this Board meeting the opportunity should be taken to prepare a "hand-over", in order to secure a smooth hand-over for the new Board. The working group coordinators are therefore asked to briefly inform about the following:
 - Were we are on the respective files providing a brief status report ?
 - What is planned but not yet done - main reasons and obstacles ?
 - Suggested actions, changes, ideas to bring forward
2. Approval of the minutes of the Board meeting of 21/11/2019: minutes are approved.

3. Meetings & attendance question: the upcoming meetings are:

- a. SAC on 10/1/2020: G. Houghton-Clarke, B. Schmidbauer-Mogensen and B. Davidsson to attend.
Point to be brought up: school nurses to contact the parents in case a child has suffered an injury during school hours with particular importance of informing parents in case of head injuries.
- b. CEP&M on 13/1/2020. Information is given that perhaps the CEP&M meeting might be rescheduled. Confirmation on this will follow.
- c. CEES meeting on 14/1/2020

Overview of the meetings which took place during December:

- Lunch meeting with Mr Oettinger and APEEE presidents: Mr Oettinger is happy to continue to support the APEEEs using his connections throughout the institutions. It's important in order to have things happen that the Commission drives the project and gets involved. He clearly recommends for more involvement of the Commission, especially when it comes to the buildings policy. The Commission should also more support the educational field as it has expertise from DG EAC and HR. This should be better coordinated.
- Board of Governors meeting on 4 + 5/12/2019: following topics were discussed at the Board of Governors meeting:
 - China situation was discussed
 - overcrowding in the Brussels schools
 - the new marking scheme
 - Sunlight project driven by ES Uccle, which is a project from the school in order to share as much data with the APEEEs (data on performance, SMART objectives, etc). A working group has been created for this.
 - MFF: the EU budget will shrink, and the DG HR will have to save money somewhere, so cost cuts can be expected.
- Meeting with Ms Malik on 15/12: during this meeting the following topics were discussed:
 - Eating in the canteen: access to medical data and need of presence of school nurses.
 - Ms Malik will share the multi annual development plan with APEEE + set up a meeting with CEES coordinator.
 - Air conditioning: budget problem & the procedure to get it through the budget. The school didn't know that the budget request on this had not been approved by the Bureau of the Secretary General (Mr Beckmann).
Action point: G. Houghton-Clarke to write to Mr Backmann and ask why it has been blocked, and which are the steps to be taken to unblock it.
- The convention school – APEEE: 1 standard contract for all 13 ES schools with the APEEEs. The 13 ES schools have different legal systems in the other countries, so not possible to put everything in the same text. On the 16/12 a meeting is scheduled with the school directors and the APEEE presidents to discuss the convention & the China issue.
- KIVA days 2020 in ES Frankfurt on 12 & 13 March 2020: question is asked whom from the Board will lead KIVA next year? Board working group HSS to decide whom from the Board will go to the KIVA days 2020 in ES Frankfurt. Inform A. Galle as soon as possible so that the names can be given to Ms Malik for the registration.
- Parents teachers meeting in the secondary department: in ES Uccle they organized a speed-dating principle which proved to be more productive. Ms Malik was open to the idea.
Action point: G. Houghton-Clarke to send the Interparents information on the topic to CEES.

Action point: CEES working group members to discuss internally in order to make a proposal.

- Prevention officer post at ES Woluwe: this is a full time post, which is now open to applicants. It is confirmed by KM that the current prevention officer is qualified for this position.
- Health & Safety group: structure will be implemented and plan with meeting schedules will be shared with the APEEE. A meeting once a month is planned.
- Budget group discussed to organize a committee which decides on which school projects to sponsor (symposium, Eurosport etc). This committee would consist of APEEE Board members, members of the school management and school staff. The final decision to sponsor a project will always be taken by the APEEE Board.

II Round table of working groups: working group members are asked to inform about what their working group has been focusing on the past year:

1. Health, Safety & Security WG:
 - a. Focus was on the following topics:
 - i. Zero tolerance policy on substances, drugs and alcohol use at school
 - ii. Information on food allergens for food provided at the canteen and cafeteria
 - iii. Wellbeing survey – a flagship project towards anti-bullying and non-violence for all
 - iv. Overheating and poor indoor air quality on top floors at primary
 - v. Request to establish a risk-based management system for wellbeing as stipulated by law
 - vi. Perimeter and access to the school
2. School community building:
 - a. Focus was on the following topics:
 - i. BRUMUN 2019 & 2020
 - ii. Translation Life Skills Project
 - iii. International Women's Day on March 8
 - iv. Farewell to Mr Colm Kehoe
 - v. Global Climate Strikes and Climate Awareness
 - vi. International Teacher Appreciation Day
 - vii. Science Symposium and Science Fair
 - b. Left to do is the Christmas special contributions for the newsletter and creating a school community network with the other European schools in Brussels.
3. Interparents:.
 - a. Focus was on the following topics:
 - i. The APEEE should stay on top of the topics
 - ii. BAC issues
 - iii. New marking scale system
4. CEP&M:
 - a. Focus was on the following topics:
 - i. A good and trustful relationship with the Primary Director
 - ii. The improvements concerning the E-forms
 - iii. Playground infrastructure
 - b. To do : support a smooth change of Director in 2020.
5. CEES:
 - a. Focus was on the following topic:
 - i. Streaming
 - b. To do:
 - i. Marking scale follow up

- ii. Follow-up on how key competence development could be further fostered in EEB2, drawing on lessons learnt from the recent conference organised by DG EAC on the subject.
- 6. Canteen:
 - a. Focus was on the following topics:
 - i. TV screens have been installed
 - ii. Change of Canteen Manager
 - iii. Implementation of the allergen information policy
 - b. To be done:
 - i. Continue to enlarge content to publish on the TV screens
 - ii. Satisfaction survey to be organized
 - iii. Cashless registration system to be implemented
 - iv. Water fountains
 - v. Enlarge the offer at the self-service for the staff & teachers
 - vi. Prepare frequently asked questions for publication on the website
 - vii. Organize parent/teachers information evenings
 - viii. Optimize offer at the cafeteria
- 7. Transport: postponed to the next Board meeting
- 8. Budget group: focus on Social fund and how it can be improved.
- 9. IT group: postponed to the next Board meeting.
- 10. Extra-curricular activities:
 - a. Focus was on:
 - i. Organization of "open week activities"
 - ii. Improvement of the extra-curricular activities part of the website
 - b. To do:
 - i. Organize template replies for the extra-curricular activities administration
 - ii. Project on looking whether it's possible to offer a snack during the supervision, without no additional cost
- 11. Communication WG: published two "WoluwInfo" newsletters, working to publish a third one before the AGM.
- 12. Enrolment policy WG: postponed to the next Board meeting.
- 13. Active community WG:
 - a. Focus was on:
 - i. Bees project
 - ii. Italian initiative with Mr Franco Debenedetti Teglio "Italian racial laws; the memory of children
 - iii. Lithuanian section project on ethnic persecution
 - b. To do : organize an event to thank all the volunteers, and organize projects which unite more sections together.
- 14. Welcome policy working group:
 - a. Focus was on:
 - i. Organization of coffee mornings for the new parents
 - ii. Organization of the welcome cocktail for new parents in September
 - b. To do: look at organizing events for new parents in the evening.
- 15. Educational support working group:
 - a. Focus was on:
 - i. New team and new members

- ii. Taking into consideration the current structure and procedures of the educational support system in the school, it was decided that monitoring and assessment of educational support should be addressed separately for primary and secondary cycles.
 - iii. The possibility of establishing “points of contact” on educational support topics by section is also currently under evaluation.
 - iv. Another key aspect referred to the ongoing review of the school’s educational support guidelines, for which the APEEE, through the Educational Support working group, has been welcomed to participate. Several contacts have already been held between the school services and working group members. A reviewing procedure of the school’s Educational Support guidelines should be completed during 2020.
 - v. The educational support working group also plays a significant role in mediating and advising in particular cases.
- b. To do: organize an information evening for the parents and establish a relationship with the coordinator of the secondary cycle.

16. Compliance & risk assessment group: Meeting was organized with APEEE Director and the APEEE Prevention Advisor in order to check the existing compliance & risk procedures. Everything which exists within the APEEE at the moment is compliant with Belgian law. Main question now to be asked is whether the APEEE still needs to maintain this working group.

III For discussion & vote:

1. Chinese soft power in EU school system. The Board of Governors has requested the Office of the Secretary General to develop a policy position with respect to the role of the Confucius institutes within the European schools. The topics was discussed at length at the Board of Governors meeting, with strong concern being expressed on the involvement of the CI within the schools. All 4 ES organize Chinese classes provided by the Confucius Classroom programme, which is a Chinese programme to promote the Chinese culture, and teach Chinese. The Confucius Classroom programme pays for the teachers at the school and sponsors the school trip to China.

The APEEE offers an extra-curricular activity which is part of the Confucius Classroom programme. APEEE receives no funding from the Confucius Institute, but the teachers costs are to a large extent covered through direct payments to the teachers by the Confucius Institute. This enables the course to be offered at far a lower price than would otherwise be possible.

APEEE Chinese courses are offered to pupils years P1 to S3 and cover both Chinese language teaching and introduction to Chinese culture.

On 16/12/2020 there will be a meeting with the school directors and the APEEE presidents to discuss this topic. The APEEE agrees the following position:

- The teaching of Chinese in the curriculum of European Schools is positive and should be continued
- There must be full transparency with regard to support provided by the Confucius Institute or other Chinese state entities to the European Schools in any capacity
- There should be no funding received for any activities undertaken by the European Schools from the Confucius institute or other Chinese state entities
- Pupils participating in Chinese courses or related activities should be encouraged to develop critical thinking with respect to China, through balanced information and debate. This is especially important for pupils participating in organized school trips to China.
- All activities relating to China, including the teaching of Chinese, must be organized by the European Schools themselves and must be funded solely from European School resources.

- As of September 2020 the APEEE will cease to work with teachers who receive remuneration from the Confucius Institute for the courses APEEE provides. Teacher costs will be fully transparent and recharged fully to parents.
- The APEEE supports the statement of the BoG with respect to relations with the Confucius Institute.

IV Any other business:

1. Annual General Meeting:

Candidates for the Board: discussion is held on whether candidates who presents themselves at the AGM should do this on the stage, from their seat or be given a choice.

Opinions are asked and

- a. 8 Board members are of the opinion that everybody goes to the stage for their presentation.
- b. 3 Board members are of the opinion that the candidates can present themselves from their seat.
- c. 3 Board members think that you should leave the choice to the candidate.

Proposition is to tell the audience that they can come down to the front or they can also stay in your seat for their presentation.

Annual report: the annual report is not ready and therefore not approved yet. In order to be in time for the AGM the report needs to be approved by 9/1 and published on the APEEE website by 9/1 midnight since the APEEE statutes stipulate that all documents which are up for approval need to be made available the latest 2 weeks in advance of the AGM.

Following action points are proposed:

Action point: A. Galle to send the English version of the annual report to the Board by 11:00 on 9/1/2020. Board members have time until 14:00 to send their remarks and modifications.

Action point: once the modifications & remarks have been implemented to the report, report will be mailed for approval via written procedure to the Board. Board members will have time until 20:30 to send their vote. Once the quorum has been reached, and the report is approved the report will be published on the APEEE website before midnight.

Interpreters: there are 2 interpreters for the EN booth and we are still looking for 2 for the FR booth.

Guests to invite to the AGM: the President has invited the school management to the AGM. It is proposed to additionally invite CDE representatives, teacher representatives and parent volunteers. It is agreed to handle this discussion via email.

Update on the AGM: next week an update on the organization of the AGM will be mailed to the Board members informing them about the practical arrangements (speeches, seating etc).

Next meetings

- **Annual General meeting will take place on 23/1/2020 at 19:00.**
- **Introduction meeting for the new Board will take place on Tuesday 28/1/2020 at 18:30 in the canteen of the teachers.**
- **The first Board meeting for the new Board will be organized on Wednesday 5 February at 19:00 in the canteen of the teachers at the school.**