

APEEE BXL II – WOLUWE
RESOLUTIONS VOTEES & DECISIONS APPROUVEES
PAR LE CONSEIL D'ADMINISTRATION 2018
(période du 7-2-2019 jusqu'à 23-1-2020 inclus)

**DECISIONS PRISES PAR LE CONSEIL D'ADMINISTRATION ET L'ASSEMBLEE
GENERALE EN REUNION**

**DECISIONS TAKEN BY THE BOARD AND THE ANNUAL GENERAL MEETING DURING
THE MEETINGS**

C.A. 13-2-2019

I Agenda points:

1. Approval of the agenda: Agenda is approved.
2. Approval of the minutes of the Introduction meeting of 31/1/2019: minutes are approved, and decision is taken that these minutes will not be published on the APEEE website because the introduction meeting is not an official Board meeting.

II Elections: F. Tudini, outgoing President of the Board, welcomes the Board members and congratulates them on their election. The various functions of the bureau members and working group coordinators are outlined and before the election of the new President is organized, a tour de table is done so that each Board member can introduce him/herself.

Election bureau:

B. Davidsson and J. Melander were elected to be election bureau to handle the different votes and to conduct the voting, count the votes, verify the votes, and announce the results.

- 1) Elections of the President, Vice-Presidents, Bureau members and working group coordinators.

Chairperson & Bureau:

- **Vote number 1** for President: G. Houghton-Clarke and J. von Pfaler had mailed their candidature to the Board members y. Both candidates are given the floor. J. von Pfaler informs the Board that he's withdrawing his candidature, therefore only G. Houghton-Clarke remains candidate for the Presidency.

Result of the voting for G. Houghton-Clarke: 14 votes for G. Houghton-Clarke, 4 voted "yes", 3 abstentions and 1 "no"

Decision: G. Houghton-Clarke is elected

The newly elected President, G. Houghton-Clarke, thanks the former President F. Tudini for everything she has done for the APEEE.



Discussion is held on whether in future the election of the Bureau members should be done later in the year when the new Board members get to know the people. Another proposition is made to ask the candidates to come forward beforehand and inform about their candidature. Suggestion is made to add this topic to the agenda of a future Board meeting.

Proposition is made to consider organizing a team building event for the Board.

Vote: Board members vote in favour to organize a team building event for the Board.

Action point: A. Amorim is invited to send ideas to the Board for discussion.

Information is given that unless there are 2 candidates standing for election the voting will be open. Only when more people stand for election the election will be done via closed voting, or in case this is specifically asked.

Decision: all Board members agree to only organize a closed voting in case more than 1 person is standing or in case a request for closed voting is asked by a Board member.

- **Vote number 2** for Vice-president Administrative affaires: J. Melander is standing.
Result of the voting: 19 votes in favour
Decision: J. Melander is elected
- **Vote number 3** for Vice-president Pedagogical affaires: there are 2 candidates: Bettina Schmidbauer-Mogensen and Sanjee Goonetilake
Result of the votes: 14 votes in favor for B. Schmidbauer-Mogensen and 8 votes in favor for S. Goonetilake.
Decision: B. Schmidbauer-Mogensen is elected
- **Vote number 4** for Treasurer: M. Lazdinis is standing
Result of the voting: all Board members voted in favour
Decision: M. Lazdinis is elected
- **Vote number 5** for Secretary: F. Tudini is standing
Result of the voting: majority of the Board votes in favour
Decision: F. Tudini is elected
- **Vote number 6** for Information secretary: **A. Rogal is standing**
Results of the voting: majority of the Board members votes in favour
Decision : A. Rogal is elected
- **Vote number 7** for Board member without Portfolio: information is given that the previous Board proposed to give this function to the Health, Safety and Security working group coordinator. B. Davidsson is standing.
Results of the votes: majority of the Board members votes in favour
Decision: B. Davidsson is elected

Working group coordinators and the members of the pedagogical groups:

- **Vote number 8:** Working group coordinator for Interparents: A. Rogal is standing.
IP representative: J. von Pfaler is standing
IP representative: V. Aulehla is standing

Discussion is held on the transfer of information from Interparents to the Board. Proposition is made to create a support group in order to help the coordinator and second member in transferring information to the Board.

Vote is taken: Board members vote in favour for A. Rogal as IP representative.

Vote is taken: Board members vote in favour for J. von Pfaler as IP representative

Vote is taken: Board members vote in favour for V. Aulehla as IP representative

A. Rogal, J. von Pfaler and V. Aulehla are elected as IP representatives and will agree among themselves who is representative or observer.

Vote is taken to create a working group for Interparents consisting out of several working group members. Board members vote in favour.

Decision: a support group / working group for Interparents is created.

Members for this working group are: A. Dumitrache, S. Goonetilake, B. Schmidbauer-Mogensen and S. Kalman

- Working group coordinator for kindergarten and the primary (CEP&M):
 - **Vote number 9:** Working group coordinator: **A. Bisch is standing**
Result of the voting: all Board members vote in favour
Decision: A. Bisch is elected
 - Members:
German section: Anthony Bisch – Back-up: Akvile Motiejunaite
Anglophone section: Saïda Khanboubi – Back-up: Andreas Rogal
Finnish section: Minna Mellerie – Back-up: Pia Pistol Diboine
French section: Ana Dumitrache – Back-up: Szilvia Kalman
Italian section: Roberta Maggio – Back-up: Francesca Tudini
Lithuanian section: Elita Petraitiene – Back-up: Marius Lazdinis
Dutch section: Sanjee Goonetilake – Back-up: Natalia Karpenko
Portuguese section: Tatiana Almeida – Back-up: Luis Amorim
Swedish section: Bengt Davidsson – Back-up: Giles Houghton-Clarke
- Working group coordinator for secondary (CEES):
 - **Vote number 10:** Working group coordinator: **V. Aulehla is standing**
Result of the voting: all Board members vote in favour
Decision: V. Aulehla is elected
 - Members:
German section: Bettina Schmidbauer-Mogensen – Back-up: Anthony Bisch
Anglophone section: Andreas Rogal – Back-up: Saida Khanboubi
Finnish section: Jan von Pfaler – Back-up: Pia Pistol Diboine
French section: Szilvia Kalman – Back-up: Ana Dumitrache
Italian section: Vanessa Aulehla – Back-up: Francesca Tudini
Lithuanian section: Marius Lazdinis – Back-up: Elita Petraitiene
Dutch section: Sanjee Goonetilake – Back-up: Natalia Karpenko
Portuguese section: Luis Amorim – Back-up: Tatiana Almeida
Swedish section: Giles Houghton-Clarke – Back-up: Johan Melander

2) Identification of working group members

Working group coordinators and the members of the operational groups:

- Canteen group: coordinator: Bettina Schmidbauer-Mogensen
 - Members: G. Houghton-Clarke, J. Melander, R. Maggio, S. Goonetilake, S. Khanboubi, A. Bisch
- Transport group: coordinator: Minna Melleri
 - Members: J. Melander, B. Davidsson, B. Schmidbauer-Mogensen, A. Rogal, V. Aulehla, G. Houghton-Clarke, A. Bisch, S. Goonetilake
- Extra-curricular activities: coordinator Francesca Tudini
 - Members: J. Melander, S. Goonetilake, S. Khanboubi, A. Dumitrache, A. Bisch, A. Motiejunaite, G. Houghton-Clarke, E. Petraitiene



- IT Group: **Coordinator: Johan Melander**
 - Members: A. Bisch, G. Houghton-Clarke, J. von Pfaler, S. Khanboubi, M. Lazdinis
- Health, Safety & Security: **Coordinator: Bengt Davidsson**
 - Members: P. Pistol Diboine, E. Petraitiene, B. Schmidbauer-Mogensen, S. Khanboubi, S. Goonetilake, A. Dumitrache, S. Kalman, L. Amorim, J. Melander
- Communication working group: **Coordinator: Andreas Rogal**
 - Members: F. Tudini, E. Petraitiene, S. Goonetilake, A. Dumitrache, J. Melander, P. Pistol Diboine
- Budget group: **coordinator: Marius Lazdinis**
 - Members: J. Melander, G. Houghton-Clarke, J. von Pfaler, V. Aulehla, B. Schmidbauer-Mogensen
- Enrolment policy working group:
Coordinator: Francesca Tudini – Back-up: B. Schmidbauer-Mogensen and J. von Pfaler.
 - Members: all members of the Board.
- Compliance & risk assessment: **coordinator: Roberta Maggio**
 - Members: J. Melander, T. Almeida, B. Davidsson, G. Houghton-Clarke, J. von Pfaler
- Welcome Policy working group: **coordinator: Ana Dumitrache**
 - Members: E. Petraitiene, S. Goonetilake, T. Almeida, L. Amorim, V. Aulehal, B. Schmidbauer-Mogensen, F. Tudini
- Active Community working group: **coordinator: Elita Petraitiene**
 - Members: S. Goonetilake, N. Karpenko, A. Rogal, S. Khanboubi
- Educational support working group: **coordinator: Tatiana Almeida**
 - Members: E. Petraitiene, A. Rogal, B. Schmidbauer-Mogensen, J. von Pfaler, A. Dumitrache, S. Kalman, N. Karpenko, S. Goonetilake, A. Motiejunaite
- School Community building working group: **coordinator: Sanjee Goonetilake**
 - Members: N. Karpenko, E. Petraitiene, S. Khanboubi

Task forces

- **Brexit**: decision is taken that the Brexit will be discussed at the the Board meetings every time it's needed.
- **Mobility programme**: exchange programme for S4 & S5 students. **Coordinator: Andreas Rogal**. Members: B. Schmidbauer-Mogensen, F. Tudini and S. Khanboubi
- **Arts-Loi project** **coordinator: Giles Houghton-Clarke**
 Members: B. Schmidbauer-Mogensen, S. Goonetilake, B. Davidsson, L. Amorim, V. Aulehla, J. von Pfaler, T. Almeida
 Parent volunteer: C. Degrandis

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.

III. Discussion points and vote:

1. Tentative dates of Board meetings 2019 are proposed to the Board members. Proposition is made to change the date of the November Board meeting from 20/11 to either 19/11 or 22/11.

Decision: tentative dates of Board meetings 2019 until the June Board meeting included are approved. The approval of the dates for the Board meetings as of September will be discussed before summer.

IV Any other business:

- 1) Results of the General Assembly of 24/1/2019 - document with mandates: All members of the Board have received the document with the results of the elections as well as the document indicating the length of mandate of each Board member. Results signed by the President of the electoral office are published on the APEEE website, as well as the document concerning the mandates.

- 2) Follow-up Arts-Loi: will be discussed at the next Board meeting
Short discussion is held on sending out the resolution of the Annual General Meeting and the

letter of Interparents. It is agreed these are separate letters

Board members agree to send out the letter with the resolution of the Annual General Meeting to the parents by Friday 15/2. The Interparents letter, which will focus on the technical drawbacks of the Arts-Loi site will come later.

C.A. 19-3-2019

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.

III Any other business:

- 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

- 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.

- 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.

➤ 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.

➤ 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.

➤ 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 send 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).

C.A. 11-4-2019

Agenda points:

1. Approval of the agenda: Agenda is approved with the request to move point on school community building as the first point of point II.
2. Approval of the minutes of the Board meeting of 19/3/2019: minutes are approved.

Information is given on the outcome of the survey which was held among the Board members on the timing of the Board meetings. Most of the Board members are in favor to end the meetings early therefore **it's decided** to set 22h30 as the target time.

Action points of the report of the Board meeting of 19/3/2019 are reviewed:

Action point done: data protection documents have been shared by J. Melander in a centralized folder on Office 365. Link has been mailed to the Board members.

Action point: CEES & CEP&M working group coordinators to define a common approach on how absences of teachers with intermediate length should be addressed. -> **A. Bisch and V. Aulehla will continue to discuss with their working group members and prepare a common proposal in order to have an informed discussion at the next Board meeting.**

Discussion is held concerning the assistance to parents / students who have complaints about the questions in the BAC. Such complaints are often with merit and require rapid redress by the BAC unit. VA has acted as point person for collecting these complaints and forwarding



them to the BAC unit but is not able to do so this year. Options include requesting a parent volunteer, requesting complaints are forwarded directly to the BAC unit from Woluwe parents, using an APEEE resource to gather and process complaints.

Action point: J. von Pfaler and V. Aulehla to discuss the criteria needed in order to provide such a service for parents and students and prepare a proposal. A. Galle to check whether the APEEE secretariat can help with collecting of the messages of the parents.

Discussion is held on securing funding for installing a ventilation and air conditioning system to address the illegal heat levels in the Primary 3rd floor. Funds exist in the school budget, but in a different budget line.

However, there is a standard flexibility clause added in the budget, which provides the relevant threshold to be used for defining a substantial change:

a) The first threshold ("internal flexibility") allows for a certain number of changes (maximum 20% of the total amount) within the envelope and between the different actions of the financing decision while the total amount of the envelope/financing decision remains the same.

b) The second threshold ("external flexibility") allows increasing the total amount of the financing decision by maximum 20% of the total amount.

In this case we might be in the first situation because we need to "only" re-allocate amounts between the different actions/budget lines while keeping the total amount of the budget unchanged. Thus, if the cumulated "decreases" corresponding to the cumulated "increases" are within the threshold of 20% of the total amount of the budget the modification can be done directly by the authorizing officer.

Action point: G. Houghton-Clarke to talk to A. Mees to check whether the cumulated decreases corresponding to the cumulated increases are within the threshold of 20% of the total amount of the budget.

Action point done: APEEE secretariat to look at possibility how to simplify the voting process via the doodle function. -> voting process can be simplified by the use of EU Survey or via the use of Doodle.

Discussion is held whether the voting process should be anonymous or not. Question is asked whether the results of the voting should be seen during the voting or after the voting?

Vote is taking on the following: do we agree to use the Doodle system for open votes which allows the results to be seen during the vote: **12 votes in favor**

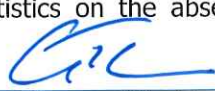
Decision: use the Doodle system for open votes

Decision: use the EU Survey for closed vote.

In principle closed votes will be published after the vote is complete, including how people voted, unless these votes are for Board officer positions. In such cases there is a need for a control process via the tellers.

Action point: F. Tudini to prepare procedure proposal for the working methods

3. Meetings & attendance question: the upcoming meetings are:
 - a. On 12/4 SAC meeting at 8:30. G. Houghton-Clarke, V. Aulehla and B. Davidsson to attend.
 - i. Point to be noted for the SAC meeting on 12/4-> to ask the question to the school why there is no report on the absence of the teachers in primary. In the activity report of 2018 there are no statistics on the absences of the



teachers in primary. Proposition is made to ask the school whether it would be possible to receive some meaningful data per section (i.e. to know the hours which were lost and not just replaced).

- b. Next Board meeting is scheduled on 7 May. This is very close after the Easter holidays. **Decision is made to change the May Board meeting to Monday 20 May 2019.**

Action point: A. Galle to send a confirmation message to the Board that Board meeting has been postponed to Monday 20 May.

II Round table of working groups: update

1. School community building: the priorities for the school community building were mailed to the Board members today. The priorities for 2019 presented are:
 - a. Continuous respectful dialogue with the teachers on educational and pedagogical needs of the students outside the classrooms.
 - b. Support for existing teacher run clubs and events like Media Club, Debate Club, Feminist Club, Ecology Group, School Choir, Jazz club, Footfest, Spring concert, Gala concert etc.
 - c. Support for large-scale school projects like BRUMUN and Science Day/Symposium
 - d. Support for intersectional projects
 - e. Organization of appreciation events like Teacher Appreciation Day and celebrating those who have contributed greatly to the school community
 - f. Support the school community by disseminating information about events and achievement by means of a newsletter etc.-> **Action point:** to be thought through by the Communication WG.
 - g. Creation of an Inter-APEEE network on school community building and sharing of best practices
 - h. Conducting a survey to connect with other parent volunteers

Decision: a mandate is given to the School community building WG to pursue the 2019 priorities.

2. Interparents: update is giving on the Interparents meeting which took place in Varese on 4 and 5/4/2019. The following topics were discussed:
 - a. Financing in the European schools concerning the seconded teachers: The target is to achieve 70% seconded teachers (currently 59%).
 - b. Recruitment of the teachers: more will be paid to teachers in Germany & Luxembourg, there will be more middle management hired.
 - c. The new marking scales

V. Aulehla informs about the meeting she and G. Houghton-Clarke had on the locally hired teachers and seconded teacher representatives. It is likely that next year there will be a requirement to increase the share of seconded teachers, therefore we may expect an impact on locally recruited teachers.

Discussion was held how to support the locally hired teachers and how to inform the parents' community about the situation.

3. CEP&M: information is given on the CEP&M meeting of 9/4/2019. The following topics were discussed at the CEP&M meeting:
 - a. Infrastructure: overheating in primary building - a test is being conducted using solar film on windows to cut down on heat transferred into the building.
 - b. Before the retention letter the parents will be invited by the school for a meeting.
 - c. Impact of the Brexit: no impact yet - needs further explanation

Action point: A. Bisch will send the minutes of the CEP&M meeting to the Board.



4. CEES: the investigation into streaming has been completed by the task force. A report will be circulated to CEES in a few days, which once considered, will be passed on to the full board
5. Canteen: Report of the canteen working group meeting of 2/4/2019 has been mailed to the Board.

- a. Discussion is held on how and if to service children with allergies. Different positions are outlined. It's important to reconfirm that the APEEE is compliant with the law on allergens. Task force has been created to discuss this further, composed of: G. Houghton-Clarke, B. Schmidbauer-Mogensen, S. Goonetilake, etc.

Action point for chair to organize a TF meeting.

- b. Proposition to change canteen service supplier from Atalian to Group Cleaning, due to service issues with the current supplier. References have been taken up for Group Cleaning and are positive. The option of hiring staff directly by the APEEE was reviewed, but found to be more expensive and entailing greater logistics complexity so rejected. The proposal has already been reviewed and approved by the Budget group. The contract has been reviewed and amended by the APEEE lawyers and will be fully compliant with APEEE policies and procedures.

The contract will be prepared by the APEEE and reviewed by our lawyers and require full compliance with APEEE policies and procedures. It will also include a requirement for customer feedback measures to be implemented and entail KPI targets which will be monitored."

Confirmation is given that there's no conflict of interest, meaning that nobody from the Board has connections with GroupCleaning & Services.

Vote is taken on: change the canteen service supplier for next school year. All Board members voted in favor.

Decision: Board agrees to change service supplier to GroupCleaning & Services for next school year.

6. Transport: information is given concerning bus incident and child getting unwell when arriving on the bus parking. This happened in the morning when the school nurses were not yet at the school. The school was informed about the incident. Question was asked to the school management whether the timetable of the school nurses could be adjusted. School management replied that this is not possible. The issue will be addressed in the SAC.

On the APEEE website the procedure on the medical assistance during the APEEE services are published. See link: <https://www.woluweparents.org/en/action-hub/rules/>

7. Extra-curricular activities: information is given that the priorities are finetuned and deadlines are set. 3 top priorities were selected:
 - a. Q&A on registration policy to be created
 - b. The open doors day: organize more workshops, and inform that the monitors are available in the cafeteria to reply to the parents after the workshop
 - c. A better presentation of the activities: a short bio on the teacher will be added on the website
8. IT group: an IT working group meeting took place on Thursday 4/4/2019. During the meeting the mission is outlined: "digitally transforming Woluwe APEEE in order to deliver better service to our customers and stakeholders. »
 - a. GDPR policy will be reviewed with respect to retention of data by board members (under what conditions) and the process for reporting data breach in the event of loss of a mobile device containing APEEE emails etc.
 - b. Developing an App to access key APEEE services - will be reviewed in conjunction with the Communications WG



- c. Improve internal processes: budget follow-up, invoicing, paperless invoicing. In the future if you would like to receive your invoice via postal mail you will have to ask for it. All invoices will be emailed in the future.
- d. Cashless payment to be installed. Question is asked in case a parent doesn't pay its membership fee should the parent get a card for cashless payment? To be discussed.

9. Health, Safety & Security WG:

- a. School substance policy: information is given on the background. Voting was organized on the zero-tolerance policy and Board voted in favor. Working group now needs to discuss what this vote means in practice. Proposition is made to prepare all the input on the measures on turning the vote into a practical reality by the week of 6 May.
- b. Feedback on letter sent to Mr Beckmann and Commissioner Oettinger regarding the 3rd floor problem in primary building.
- c. Info is given on the participation of the APEEE to the HSS working meeting of the school. Proposal is made to discuss this with the HSS prevention officer on the level of the Secretary General.
- d. Info is given on the enlarged HSS meeting which the school organized on 1/4/2019. P. Pistol, A. Galle and R. du Molin attended the meeting. Point for the SAC meeting is the common access policy and the working group which Mr Sharron proposes to organize with the APEEE.

10. Budget WG:

- a. EE Science symposium 2019: request for sponsoring for the EE Science Symposium 2019 was mailed to the Budget working group. This is an Open Science competition for students from S1 to S7, European Schools. Students, individually or in groups, supervised by a teacher or mentor, are encouraged to work on a project of their choice.

This year, the science competition will be organized at ES Mol from 31 March to 3 April 2019 and 10 students from our school are participating.

In the past, the cost of this activity was always divided between APEEE, School and the individual parents (1/3 each). The same repartition is asked this year. The total cost is 1440 euro, which is divided between school, individual parents and APEEE. Which means that the cost for the APEEE is **480 euros. The Budget working group has approved the request.**

- b. Incasso bureau: The APEEE has outstanding invoices of about 4 000 euro to be paid by families for the school year 2017-2018. In the past, the families received several payment reminders, and then eventually the dossier was given to a bailiff and a lawyer. This was rather expensive. Now proposal is made to turn the files to an Incasso bureau who will contact the families for the payment. **The budget group approved the use of an Incasso Bureau to collect the unpaid bills.** The general terms and conditions will have to be added to the invoice.
- c. Information is given that all budgets request from the working groups should be done by May 2019.

- 11. Enrolment policy WG: at the welcome coffee morning on 5/4 the info was given by the school that they are not always informed by departing parents that their children will be leaving the school, therefore class sizes for the new school year are incorrect, contributing to the time tabling problems. APEEE proposes to help the school get this information by contacting class parents for this information.

Action point: F. Tudini to prepare communication and process.

12. Task forces:



Mobility programme: the format is currently restricted. The APEEE only helps to find host families. The legal advice is that we should not find host families for the students because we can't do a background check. Therefore, the APEEE should only put the parents in contact with each other. APEEE will clear up the legal situation with its lawyer.

IV Any other business:

Reservation meeting room for AGM of 23/1/2020: the reservation of the meeting room GASP at the Charlemagne Center has been done for the organization of the next AGM on Thursday 23/1/2020. Commission will send approval of the reservation 6 weeks before the event.

Welcome cocktail for new parents September 2019: the school is withdrawing from the event. It was agreed that APEEE needs to establish to what extent the school wishes to participate. F. Tudini to discuss with A. Dumitrache and follow-up with school management.

C.A. 20-5-2019

Agenda points:

1. Approval of the agenda: Agenda is approved.
2. Approval of the minutes of the Board meeting of 11/4/2019: minutes are approved.

Information is given on the Bureau meeting which took place on 7/5/2019. The points which were discussed are:

1. Canteen organization: some actions to be taken before approval of the organization can be given. A consultant will be asked to perform an analysis.
2. IT support: the APEEE has the need for an IT function and several options are looked into at the moment.
3. Proposal has been made for hourly salary raise for supervisors. This will be further discussed at the budget working group meeting.

Budget working group meeting scheduled for 20/5/2019 had to be postponed and will be organized in June 2019.

III Discussion points and vote:

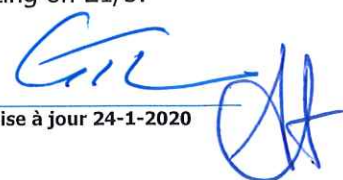
Devaluation of the European BAC for national university access: update is given by R. Repplinger-Hach, parent in the DE section and former Board member. She informs that the new marking system necessitates the adaption in all member states of any equivalent that might exist. Because it extends the marks from 10 to 6 and from 10 to 5. For the new 5 you will now need to have the performance of the old 6. There are 3 problems with the implementation:

- Grades are not being evenly applied across subjects and sections;
- Countries are adopting tough conversion tables for university access based upon no data (in particular Germany);
- No information is yet available on how the grades will be applied for BAC work, and nor is it foreseen this will be in place for when the next S6 year start their BAC studies.

A meeting with the school Headmasters will take place on 21/5/2019. It is agreed that the Board should send a letter to the EEB2 headmasters outlining these concerns.

R. Repplinger-Hach requests Board members to contact their national authorities and raise these concerns

Action point: R. Repplinger-Hach, B. Schmidbauer-Mogenssen, Jan von Pfaler, G. Houghton-Clarke, V. Aulehla to finalize the letter for the headmasters before the meeting on 21/5.



IV Any other business:

- Complaint policy: F. Tudini informs the Board that a complaint policy was put together in cooperation with the school. This complaint policy is published on the school website. The advice to all parents is to first use all the informal steps before writing a formal complaint. All Board members are invited to read the complaint policy so that when a parent contact us they have all the information available and can try to guide the parent through this process.

C.A. 19-6-2019

Agenda points:

1. Approval of the agenda: Agenda is approved which confirms the dates of the next Board meetings: **17/9/2019, 8/10/2019, 21/11/2019, 19/12/2019.**
2. Approval of the minutes of the Board meeting of 20/5/2019: minutes are approved.

Recap of meetings which took place over the past month:

- 1) Bureau meeting: the Bureau worked on the canteen organization in preparation for the retirement of the Canteen Manager at the end of September 2019. A Consultant has been invited to advise on the canteen management structure.

The IT staff member who also works part time for extra-curricular activities, has made a request to work full time again for the extra-curricular activities department. A recruitment process has been launched for a replacement. APEEE Ixelles informed that they could be interested for sharing the IT position half-time, but they can only confirm this in October.

II Round table of working groups: update

1. Canteen: With the departure of the Canteen Manager in September 2019 due to pension, a consultant was invited to review the management structure, salary scheme and approach on allergens. He then worked without extra cost to also review the functioning of the canteen organization. The report of the consultant raises points on for example:
 - a. Direct contact with the suppliers versus wholesalers
 - b. The food cost seems low and calculation is not clear
 - c. Bio homemade versus prepared dishes
 - d. Need for clear guidelines on food purchasing

The recommendations of the consultant will be discussed in the Canteen WG in September.

Info on the allergens: a meeting of the Allergens task force took place at the APEEE office on 4/6/2019. The meeting reviewed all aspects of the current way the APEEE informs parents, pupils, teachers and other users of its canteen and cafeteria about the allergens present in the food served.

A revised approach to sharing information about allergens has been prepared. It includes using symbols clearly displayed in the canteen to inform users about the allergens present in each dish served that day and listing the allergens on the canteen menu at least 2 weeks in advance. This was debated during the Board. Some Board members felt it would unduly restrict the freedom of the Canteen manager to change menu items at short notice and may impact on sourcing for ingredients. Other Board members prioritized the safety aspects.

Roberta Maggio wished to register in the minutes her objection to the way the decision had been taken, by the President and Vice President, rather than allowing the Allergens workgroup to process the issue above all for the part of the decision which has an impact only from



September 2019. The reply was given that this was due to the necessity of acting quickly once external advice had been received to ensure the canteen is safe and legally compliant for canteen users

Vote is held on the content of the allergens action plan: 2 votes against, 1 vote abstained, all other present Board members voted in favor. Note - the Canteen WG coordinator had to leave right after the canteen information point and was not aware that the discussion continued, and a vote was spontaneously taken up.

Decision: the allergens action plan can be implemented.

2. Transport: all Board members received a copy of the transport green plan which was put together by R. du Moulin, Transport Manager. The report was discussed at the transport meeting on 18-6-2019.

Mobility is also linked to enrolment, and question is asked why house & school are not in line. Remark was made that the CEA should make more effort to admit children to a school nearby their home, and not have children living in Uccle attend the ES school in Woluwe. As is the case at the moment.

The objectives for 2019-2020 are: no more Euro3 buses. 10 buses EURO4 will be replaced by EURO5. By 2025 all EURO5 buses will be replaced and there will only be EURO6 buses. A sustainable bus transport initiative going beyond diesel was discussed. It was agreed this would be managed through the Transport WG, but also that this was a complex piece of work that would require specialist expertise to complete.

Commission/PMO: APEEE Uccle has received a letter from the Commission to reimburse 600.000 euro, and APEEE Ixelles to reimburse 200.000 euro to the Commission for over charged bus transport costs over the past few years. It's the first time that the Commission is sending these calculations based on the Commission regulations. APEEE II and APEEE IV have not received a letter with this calculation yet.

A meeting with PMO (M. Horatio Barata) will be held on **Friday 28/6 at 9:00**. All APEEE Directors will attend as well as the President of Ixelles. This mainly to discuss how the checkups / controls of the Commission are being done. To avoid the kind of surprise received by Uccle and Ixelles, EEB2 APEEE would like that the Commission checks every year for the past year, and not for the past 5 years.

3. Welcome policy working group: school is no longer involved in the organization of the welcome cocktail at the beginning of September. The APEEE will organize a welcome cocktail for the new parents on 10/9/2019.

Action point: A. Dumitrache to prepare an invitation letter to be mailed to the new parents, and invite the Director Ms Mallik, and the other members of the school management team.

III Discussion points and vote:

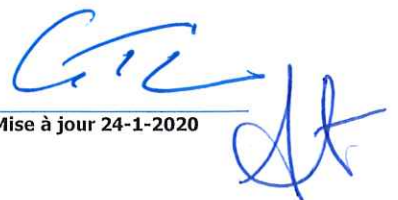
- Discussion and vote of the proposal on the revision of the working arrangements for the written procedure votes:

Vote is held on the revision of the Board decision process (Article 3.4.1.b on page 10 of document working methods – see text below), which are run through verbally: all Board members vote in favor.

b) Decision Process - (Article 3.4.1.b on page 10 of document working methods)

Any procedural decision of the Board shall be taken by a simple majority of members present (Art. 15 of the Statute: "[...] Le Conseil d'Administration statue valablement si au moins la moitié plus un des ses membres sont présents. Il statue à la majorité simple; en cas de partage des voix, celle du Président est prépondérante").

i. Decisions at the Board meetings



The Board takes its decisions primarily at its meetings, but also by written procedure. The topics presented to the Board for decision shall be included in the agenda of the meeting. The Board may be asked to vote on unforeseen issues that arise during the course of Board discussions. Such votes will be proposed by the chairperson (usually the President or Vice Presidents).

If a WG/TF plans to propose a decision to be taken by the Board, the WG/TF coordinator shall inform the President and Vice-President(s) with all relevant information. The President and the Vice-Presidents may oppose the request and must provide a justification. However, if the request is submitted again by the WG/TF at its unanimity, it shall be inserted in the Agenda of the next Board.

Any essential material used for deciding an item on the agenda shall have been circulated to the Board members in good time before the meeting, unless agreed otherwise with the President. If a decision is requested by a Board member, and it is not possible to schedule it into the Board agenda, or it is of an urgent nature, the member may ask the decision to be postponed to the next Board meeting or to be taken by written procedure.

Any procedural decision of the Board shall be taken by a simple majority of members present (Art. 15 of the Statute: "[...] Le Conseil d'Administration statue valablement si au moins la moitié plus un de ses membres sont présents. Il statue à la majorité simple; en cas de partage des voix, celle du Président est prépondérante").

The Board may decide on an item by secret ballot when the confidentiality of the vote is essential (e.g. suspension of the right to vote in the event of a conflict of interest). The vote on Board positions is always taken by secret ballot.

ii. Written Procedure

A decision might be adopted by written procedure:

- a) **if so decided in one of the previous Board meetings** since no further discussion is deemed necessary.

In this case, the written procedure is launched by the APEEE office further to the approval of the text by the President or the two Vice-Presidents.

The deadline is set at 5 working days. It can be extended by a maximum of 3 additional working days by the President. In case of urgency, a shortest deadline can be set. Members can only approve, refuse, or abstain from voting.

The decision shall be adopted by simple majority of all members and the President has the casting vote in accordance with Article 15 of the Statutes.

- b) **in case of urgency**, when time-wise the vote cannot be taken at a Board meeting and the possible discussion at the previous Board meeting was not sufficient to agree on a text for the proposal.

In this case, the written procedure can be launched by the President, by the two Vice-Presidents, or by a member of the Board upon approval of two among the President and the Vice Presidents.

If the written procedure is for a decision which has not yet been debated, or where the debate has not completed, the proposal will be circulated before the vote with all necessary background information and a deadline for comments will be set (2 working days, which can be extended to a maximum of 2 additional working day by decision of the President). In the case where the issue has been fully debated and only a decision is required, there is no requirement to circulate supporting material.

The deadline is set at 5 working days. In case of urgency, a shortest deadline can be set by the President. Members can only approve, refuse, or abstain from voting.

The decision shall be adopted by simple majority of all members and the President has the casting vote in accordance with Article 15 of the Statutes.

The written procedures are launched by the APEEE office via doodle. The vote will open apart from the case of votes concerning individuals.

For both decisions taken at the Board meeting or in written procedure there shall be a record kept of all of the Board's discussions and decisions. All decisions shall be made public to the members of the Association. Those members who have voted against the decision might ask that their names are mentioned.

Decision: Revisions have been approved.

Action point: F. Tudini to send final document to Board.

C.A. 17-9-2019

I Presentation BRUMUN:

Presentation given by Alma Kallstenius – Deputy Secretary-General, Anya Staudenmayer – Deputy-Secretary General, Emma Donatella – Brumun Coordinator, Hugo Stanbury (CDE President and last year's President of the Brumun General Assembly), and Levin Meinke (last year's vice president of the General Assembly).

BRUMUN stands for Brussels Model United Nation and it is EEB2s version of a model united nations. A model United Nations is basically a simulation of the real United Nations. It is an outside of school event specially designed for students aged 14-18 to help introduce them to global issues and teach them life skills such as public speaking, organizing, communication, writing, working under pressure and that is only mentioning a few.

Information is given by the students how the Brussels Model United Nations conference works. They shared their experience of the BRUMUN. The experience of interacting with other nationalities and cultures has been very valuable for them. Besides that the Brussels Model United Nations Conference creates many opportunities and the experience of participating in such a conference is extremely rewarding and enriching, it also helps them to improve their speaking skills. More information on their website: <http://www.brumun.eu/>

The next BRUMUN will be organized from 31 March until 3 April 2020. Request is made for financial support for BRUMUN 2020 for 6000 euro. The financial projections presents by the team are for the project to break even.

G. Houghton-Clarke thanks the students for the presentation and congratulates them with their achievements in the BRUMUN.

A vote is taken on whether the APEEE Board agrees to provide the BRUMUN organization with financial support. It is agreed to provide a 6000 euro loan which will provide needed working capital for the project (costs arrive before delegates pay revenues, in particular the major cost of the venue, which must be pre-paid). This loan is to be repaid out of BRUMUN revenues. The APEEE agrees that in the unexpected event that BRUMUN makes a loss, the APEEE is willing to contribute up to the full amount of the loan to help cover for the loss. APEEE has opened a bank account for the BRUMUN organization through which the bank transactions can be made. Board member J. von Pfaler is the treasurer for the BRUMUN organization and will overview the transactions.

Vote: vote is taken on providing a 6000 euro working capital loan and back stop to the BRUMUN organization. All present Board members vote in favor of this proposal.

Decision: APEEE will provide a 6000 euro working capital loan and back stop to the BRUMUN organization.



II Agenda points:

1. Approval of the agenda: Agenda is approved taking into account a point on Portuguese teacher under CEES and a point on the bathrooms in primary under CEP&M.

President informs that M. Lazdinis, Board member and Treasurer will leave the school, but has kindly agreed to continue to help with the APEEE financial accounts and the budget. The Board thanks M. Lazdinis for his generosity in agreeing to continue to perform his role and accepts his offer in order to keep continuity until the AGM in January 2020.

2. Approval of the minutes of the Board meeting of 19/6/2019: minutes are approved taken into account 2 modifications to the following paragraphs of the Board report:

On page 1 point I.3a.

Question is asked to whom one should send questions on for example how are secondary teachers evaluated on their language skills? Recommendation is given to send these questions to the CEES working group. Future questions on similar topics are to be sent to the CEES working group.

On page 5 point I.3a.

Mobility programme: our school has reduced the programme to its bare minimum (only long exchanges in S5), and therefore not many students can attend (roughly half a dozen per year). Proposition is made to work on a proposal for the school to be more flexible, on the basis of a survey of parents on what they expect from the programme.

Vote is taken on the Board report of 19/6/2019: 1 abstention, and approval by all other present Board members.

Decision: Report of the 19/6/2019 Board meeting is approved.

Information is given that all Board minutes are published on the APEEE website and are therefore a public document. It is agreed that as the key document of record for APEEE decisions, debates and actions, they should be concise summaries that capture the essence of each topic, in the nature of normal meeting minutes, rather than verbatim records.

The point is made that there may be value in nevertheless capturing the full discussions and it is therefore proposed that the recordings of meetings are stored for APEEE access or some other mechanism is created for this purpose.

It is discussed that Board members may request for specific points to be registered in the minutes or written reservations against a decision they do not agree with, but on which they have been outvoted.

It was requested that minutes be produced and circulated more quickly after meetings

II Round table of working groups: update

1. Interparents: following points were discussed:

- 1) Written procedure is launched by Interparents on changes to the Interparents statutes: the information on the written procedure has been mailed to the Board and vote per school is needed within 14 days. The changes are clearly indicated in track changes.

Action point: A. Rogal send the board's assent to the statute changes if no communication to the contrary is received within 14 days.

- 2) CEP&M: on the school calendar it's indicated that the next CEP&M meeting is on 15 October 2019 at 17:30. This has to be confirmed. Info is given that parents have mailed their concerns on the hygiene situation in the primary bathrooms to Mr Arnedo. The Director of primary has informed that the soap has been made available. This will be followed up in the CEP&M meeting.

Info is given that in primary not all classes receive the same level of communications from the teachers and especially for new parents and pupils this is important. It is therefore proposed to raise sharing best practice on this issue at the next CEP&M meeting.

CEES: next meeting will be on 24/9.

Board members have received list of questions for Mr Schmelz and have until Friday 20/9 to give their input.

Information is given concerning a teacher in the Portuguese section who has not received the expected number of hours and whether this is related to the new Board of Governor decision to replace locally hired teachers with secondments up to a 70:30 balance.

Action point: G. Houghton-Clarke, V. Aulehla and B. Schmidbauer-Mogensen to have a new meeting with the locally hired teacher reps.

Career guidance: question is asked about whether the number of hours for career guidance can be increased. This will be addressed in the CEES.

Action point: CEES Work Group to address

Mental wellbeing for the students after they have left the school. Proposition is made to work with the school to launch a survey of students who have left to assess their experiences, wellbeing and feedback on university and course choices.

Action point: CEES Work Group to address

2. Canteen: following topics are discussed:

- The overall overcrowding topic at the canteen: About 2500 students are registered for the canteen 2019-2020 (this number can still change). Last year there were 2333 students registered for the canteen. This has resulted in an overcrowding problem with insufficient time to clear tables between the departure of P3 and arrival of S1 pupils. A meeting with the school management took place on 16/9/2019 to discuss the topic and look for solutions. A number of options are being considered and for the time being P3 students are arriving and leaving slightly earlier thanks to the intervention of the Primary Director. However this situation will not be sustainable in future if there are any more pupils at the school. APEEE has therefore asked the Primary Director whether timetabling changes can be made to allow an earlier canteen time slot for some primary classes. The Board agreed that in case of needing to limit access to the canteen service, the APEEE will prioritize pupils first, which may impact on its ability to serve teachers. Nevertheless the APEEE is committed to finding a solution to provide teachers with meals and will work with the school management to find a solution.

Action point: to develop solutions within the canteen sub group on space, led by B. Schmidbauer-Mogensen. A. Motiejunaite and T. Almeida are volunteering to help. A meeting will be scheduled on site to observe the canteen situation and discuss solutions.

- Vending machines: school has ended the contract on the vending machines and the machines have been removed from the school. The APEEE cafeteria has changed opening hours in order for the students to come there as of 8:30. A lot of students are going to the cafeteria to buy drinks and food, and at certain moments the space in the cafeteria is overcrowded.

Action point: organize meeting with Albert Mees on budget following the ending of the vending machines.

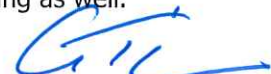
- Allergens action plan: update is given on the allergens action plan which is being put in place: menu is published on the APEEE website with the allergens noted 2 week in advance. TV screens have been installed in the canteen of the students and in the canteen of the teachers on which the information on the allergens is published. A text with information on how a

change in the menu, which might happen due to unforeseen circumstances, will be communicated to the parents and students will be published shortly on the APEEE website.

The canteen working group coordinator has reservations concerning the 2 week publications of the allergens as it is making it difficult or sometimes impossible to work on new bio products with a short expiry date

5. Transport: meeting next week. Next transport working group meeting will be organized on Tuesday 24/9/2019 at 12:00 in the Titanic meeting room. The topics on the agenda are: Financial accounts 2018-2019, the budget 2019-2020, as well as discussion on set of criteria for the creating of bus stops.
6. Extra-curricular activities:
 - Info on the activities **2019-2020 (these numbers will still change during the month of September)**
 - ☐ Number of extra-curricular activities: 48
 - ☐ Number of extra-curricular activities organized per week: 309
 - ☐ Number of students registered for the extra-curricular activities: 1371
 - ☐ Number of registrations: 2773
 - ☐ Number of students registered for the APEEE supervision: 366
 - ☐ Number of registrations for the APEEE supervision: 797
 - ☐ Number of monitors working for the extra-curricular activities: 66
 - ☐ Number of supervisors working for the APEEE supervision: 20
 - Letter will be mailed to the parents to remind them to check their registrations and to cancel in time, in case they want to cancel an activity or otherwise they will have to pay a pro rata fee.
- Action point:** F. Tudini to prepare the letter to the parents
7. IT group: information is given that a maintenance contract has been signed with an IT supplier in order to assist the APEEE administration on the day to day business on the IT front.

Furthermore, in order to further map out the IT strategy for the APEEE a workgroup has been established, including parent volunteers to prepare business requirements and identify options. As a first step an audit of all current IT systems and functionalities has been commissioned. Following the result of the analysis a decision will be taken on how to move forward.
8. Health, Safety & Security WG: The results of the Wellbeing survey conducted last school year amongst pupils are being analyzed together with school and student representatives. It is anticipated that an initial summary of the findings will be released to parents, teachers and pupils, with an info meeting arranged shortly afterwards.
9. Budget WG: the members of the Budget working group have been invited to the meeting of transport on 24/9 and the canteen meeting on 3/10/2019. During these meetings the budget of transport and canteen will be discussed. E. Van Dijck, Manager Administration & Finance has already mailed the financial accounts 2018-2019 to the budget working group members. These accounts will be discussed during the canteen & transport meeting as well.



IV Any other business:

Annual general meeting:

- Planning and who to invite for the G.A. 23/1/2020 at 19:00: next AGM will be organized on Thursday 23/1/2020 at 19:00. In order to prepare the agenda decision should be taken on whether the Board would like to invite the school management or any other visitors to the AGM. Proposition to Board members to think about this and have a proposal ready by the next Board meeting.
- Resolutions? question is asked whether the Board wants to propose any resolutions at the AGM? Concerning the resolutions it's important to know that in case amendments want to be proposed to the APEEE statutes or rules of procedures, certain deadlines need to be taken into account:
 - Any proposal of which the object is **to amend the Statutes** shall be made by the Administrative Board. The Administrative Board shall give the members of the Association **not less than one month's advance notice** of the date of the AGM which will decide on the said proposal. The General Meeting may only debate amendments to the APEEE statutes **if the amendments have been explicitly indicated in the notice convening the meeting and if at least two thirds of the full members are present or represented at the meeting.**
In case resolutions are proposed which change the APEEE statutes then **documents for the AGM need to be ready 1 month before the AGM.**
 - The General meeting **may adopt internal rules of procedure. A three-fifths majority** of the full members present or represented shall be required for the purpose of approving or amending the rules of procedure. Any proposal to amend the rules of procedure, submitted by the Administrative Board and sent to the Secretariat **at least one month** before the General Meeting.

Therefore it's important to decide on whether to have such resolutions or not in advance, so that everything can be prepared in time

- Financial report 2018-2019 (planning): a copy of the financial report 2018-2019, as well as the budget 2019-2020 will be prepared and send to the Board members by October. Auditor will start the audit and finish the audit in November. Ms Divers, the Auditor, will be invited to the November Board meeting to present the audit report.
Action point: E. van Dijck to send the documents to the Budget working group.
- Annual report 2019 (planning): All Board members will receive a copy of the annual report 2018 as an example in order to prepare for the annual report 2019. Each working group responsible is asked to send their text to A. Galle by 6 November 2019.
Action point: texts for the Annual report 2019 to be mailed to A. Galle **by 5 November 2019** so that the report can be prepared.

C.A. 8-10-2019

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.

Report on the following meetings is given:

1. 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

2. 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.
3. 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 part 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-Footfest, 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.

- i. 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.

- ii. 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. Transport: Transport meeting took place on 24/9/2019. All Board members received the report. The transport budget 2019-2020 was approved.
2. 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.
3. 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.

4. 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.

C.A. 21-11-2019

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.

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.

- a. 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.

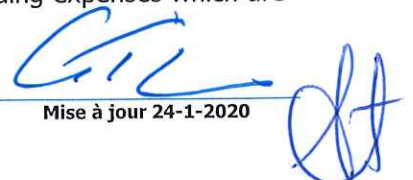
Action point: each working group coordinator to publish the documents in the working group folders.

3. 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.

4. 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.

5. 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.
6. 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).
7. Health, Safety & Security WG: information is given that AC will be installed asap on the 3rd floor in the primary building.
8. 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.

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.

C.A. 8-1-2020

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.

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:

Health, Safety & Security WG:

Focus was on the following topics:

Zero tolerance policy on substances, drugs and alcohol use at school

Information on food allergens for food provided at the canteen and cafeteria

Wellbeing survey – a flagship project towards anti-bullying and non-violence for all

Overheating and poor indoor air quality on top floors at primary

Request to establish a risk-based management system for wellbeing as stipulated by law
Perimeter and access to the school

School community building:

Focus was on the following topics:

BRUMUN 2019 & 2020
Translation Life Skills Project
International Women's Day on March 8
Farewell to Mr Colm Kehoe
Global Climate Strikes and Climate Awareness
International Teacher Appreciation Day
Science Symposium and Science Fair

Left to do is the Christmas special contributions for the newsletter and creating a school community network with the other European schools in Brussels.

Interparents:.

Focus was on the following topics:

The APEEE should stay on top of the topics
BAC issues
New marking scale system

CEP&M:

Focus was on the following topics:

A good and trustful relationship with the Primary Director
The improvements concerning the E-forms
Playground infrastructure

To do : support a smooth change of Director in 2020.

1. 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.

Canteen:

Focus was on the following topics:

TV screens have been installed
Change of Canteen Manager
Implementation of the allergen information policy

To be done:

Continue to enlarge content to publish on the TV screens
Satisfaction survey to be organized
Cashless registration system to be implemented
Water fountains
Enlarge the offer at the self-service for the staff & teachers
Prepare frequently asked questions for publication on the website
Organize parent/teachers information evenings
Optimize offer at the cafeteria

Budget group: focus on Social fund and how it can be improved.

Extra-curricular activities:

Focus was on:



Organization of "open week activities"

Improvement of the extra-curricular activities part of the website

To do:

Organize template replies for the extra-curricular activities administration

Project on looking whether it's possible to offer a snack during the supervision, without no additional cost

Communication WG: published two "WoluWInfo" newsletters, working to publish a third one before the AGM.

Active community WG:

Focus was on:

Bees project

Italian initiative with Mr Franco Debenedetti Teglio "Italian racial laws; the memory of children

Lithuanian section project on ethnic persecution

To do : organize an event to thank all the volunteers, and organize projects which unite more sections together.

Welcome policy working group:

Focus was on:

Organization of coffee mornings for the new parents

Organization of the welcome cocktail for new parents in September

To do: look at organizing events for new parents in the evening.

Educational support working group:

Focus was on:

New team and new members

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.

The possibility of establishing "points of contact" on educational support topics by section is also currently under evaluation.

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.

The educational support working group also plays a significant role in mediating and advising in particular cases.

To do: organize an information evening for the parents and establish a relationship with the coordinator of the secondary cycle.

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:

- 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:

- 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

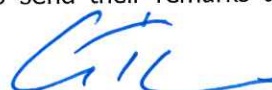
- 8 Board members are of the opinion that everybody goes to the stage for their presentation.
- 3 Board members are of the opinion that the candidates can present themselves from their seat.
- 3 Board members think that you should leave the choice to the candidate.

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.

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.

DECISIONS PAR PROCEDURE ECRITE / DECISIONS VIA WRITTEN PROCEDURE

Procédure écrite 1 (6/2/2019): Request for support for educational project "children & racial persecution (1 to 4 April 2019).

Board members voted in favor.

Decision: budget of 500 euro for the conference is approved.

Procédure écrite 2 (8-4-2019): request for the support or disagreement on the proposal for a zero tolerance policy concerning drugs including consequences and implications for students..

15 votes in favor.

Decision: zero tolerance policy is approved.

Procédure écrite 3 (9-4-2019): request for approval of change of canteen service supplier.

13 votes in favor.

Decision: new canteen service supplier has been approved.

Procédure écrite 4 (2-7-2019): request for approval of budget 2019-2020 extra-curricular activities

12 votes in favor and 4 against.

Decision: the budget 2019-2020 extra-curricular activities has been approved..

Procédure écrite 5 (15-10-2019): request for the approval of the budget 2019-2020 canteen

14 votes in favor

Decision: the canteen budget 2019-2020 has been approved.

Procédure écrite 6 (19-10-2019): approval position of Treasurer and CEES coordinator

12 votes in favor and 1 vote against for the position of new Treasurer Ms V. Aulehla

11 votes in favor and 2 abstained for the position of new CEES coordinator Ms S. Kalman

Decision: New treasurer has been approved.

Decision: New CEES coordinator has been approved.

Procédure écrite 7 (9-1-2020): approval of the APEEE annual report 2019 to be presented at the AGM on 23/1/2020

12 votes in favor, 2 votes against and 1 abstain.

Decision: APEEE annual report 2019 has been approved.

Procédure écrite 8 (14-1-2020): approval of the French translation of the APEEE annual report 2019 to be presented at the AGM on 23/1/2020

14 votes in favor and 1 abstain.

Decision: French translation of the APEEE annual report 2019 has been approved.

Procédure écrite 9 (22-1-2020): approval of the report of the Board meeting of 8/1/2020

15 votes in favor.

Decision: report of Board meeting 8/1/2020 has been approved.

A handwritten signature in blue ink, consisting of a stylized 'C' followed by a horizontal line and a vertical stroke, with a large 'H' or similar symbol to the right.