

APEEE BXL II – WOLUWE
RESOLUTIONS VOTEES & DECISIONS APPROUVEES
PAR LE CONSEIL D'ADMINISTRATION 2018
(période du 24-1-2020 jusqu'à 21-1-2021 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. 5-2-2020

Agenda points:

1. Approval of the agenda: Agenda is approved.

II Elections: G. Houghton-Clarke, 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 information is given on how the election process will take place.

Election bureau:

A Galle and R. Repplinger-Hach 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.

Proposition is made to give each candidate a time leap of 7 minutes to present his/her candidature.

Board members agree that for all the Bureau positions the voting will be closed. For the elections of the working group coordinators, unless there are 2 candidates standing for election the voting will be open.

Information is given that the statutes are the only official and legal document for the APEEE and the internal working methods must be adapted if they are not in line with them



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

Chairperson & Bureau:

- **Vote number 1** for President: G. Houghton-Clarke and Sanjee Goonetilake have mailed their candidature to the Board members.
Result of the voting: majority of the Board members voted in favour of G. Houghton-Clarke.

Decision: G. Houghton-Clarke is elected

The newly elected President, G. Houghton-Clarke, thanks the Board for their support.

- **Vote number 2** for Vice-president Administrative affaires: B. Schmidbauer-Mogensen is standing. Marjo Toivo is endorsed by M. Melleri.
Result of the voting: majority of the Board members voted in favour of B. Schmidbauer-Mogensen.

Decision: B. Schmidbauer-Mogensen is elected

- **Vote number 3** for Vice-president Pedagogical affaires: there are 2 candidates standing: **Tatiana Almeida and Christine Thomas.**
Result of the votes: majority of the Board members voted in favor of T. Almeida.

Decision: Tatiana Almeida is elected

- **Vote number 4** for Treasurer: **Vanessa Aulehla is standing**
Result of the voting: majority of the Board members voted in favour of V. Aulehla.

Decision: Vanessa Aulehla is elected

- **Vote number 5** for Secretary: **F. Tudini is standing**
Result of the voting: majority of the Board members voted in favour of F. Tudini.

Decision: Francesca Tudini is elected

- **Vote number 6** for Information secretary: **Andreas Rogal is standing**
Results of the voting: majority of the Board members voted in favour of A. Rogal.

Decision : Andreas Rogal is elected

- **Vote number 7** for Board member without Portfolio (Member): information is given that the previous Board proposed to give this function to the Health, Safety and Security working group coordinator. Discussion is held on the topic.

There are 2 candidates standing: **Bengt Davidsson and Anthony Bisch.**

Results of the votes: majority of Board members voted in favor of B. Davidsson.

Decision: B. Davidsson is elected



Working group coordinators and the members of the pedagogical groups:

- **Vote number 8:** Voting is held on the 3 IP representatives: **Andreas Rogal, Vanessa Aulehla, Bengt Davidsson and Sanjee Goonetilake** are standing.

Results of the voting: majority of Board members voted in favour of Andreas Rogal and of Bengt Davidsson. Sanjee Goonetilake and Vanessa Aulehla received the same number of votes.

Decision : Andreas Rogal is elected as IP representative.

Decision: Bengt Davidsson is elected as IP representative.

A second voting round is organized to vote on the 3rd IP representative. Sanjee Goonetilake and Vanessa Aulehla are standing.

Results of the voting: Sanjee Goonetilake and Vanessa Aulehla receive again the same number of votes.

Decision: since both candidates have received the same number of votes, no decision can be taken. To be decided later on how to proceed.

A. Rogal and B. Davidsson are elected as IP representatives and will agree among themselves who is representative or observer.

Members for the Interparents working group are: V. Aulehla, E. Petraitiene, S. Goonetilake, S. Kalman, G. Houghton-Clarke, M. Teutsch, R. Repplinger-Hach, F. Tudini and S. Roda.

- 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: Bettina Schmidbauer-Mogensen

Anglophone section: Andreas Rogal

Finnish section: Marjo Toivo

French section: Raquel Jimenez Lopez - Back-up: Szilvia Kalman

Italian section: Roberta Maggio – Back-up: Francesca Tudini

Lithuanian section: Elita Petraitiene

Dutch section: Natalia Karpenko – Back-up: Sanjee Goonetilake

Portuguese section: Susana Roseiro – Back-up: Sara Roda

Swedish section: Bengt Davidsson – Back-up: Giles Houghton-Clarke

- Working group coordinator for secondary (CEES):

- **Vote number 10:** Working group coordinator: **S. Kalman is standing**

Result of the voting: all Board members vote in favor

Decision: S. Kaman is elected



- Members:
German section: Michael Teutsch - Renate Repplinger-Hach
Anglophone section: Anna Yavorska
Finnish section: Minna Melleri
French section: Christine Thomas
Italian section: Vanessa Aulehla – Francesca Tadini
Lithuanian section: Elita Petraitiene
Dutch section: Sanjee Goonetilake – Back-up: Natalia Karpenko
Portuguese section: Sara Roda Back-up: Suzana Roseiro
Swedish section: Giles Houghton-Clarke

2) Identification of working group members

Working group coordinators and the members of the operational groups:

- Canteen group: **coordinator: Bettina Schmidbauer-Mogensen**
 - Members: Andreas Rogal, Roberta Maggio, Giles Houghton-Clarke, Anthony Bisch, Marjo Toivo, Sanjee Goonetilake, Vanessa Aulehla
- Transport group: **coordinator: Minna Melleri**
 - Members: Sanjee Goonetilake, Anthony Bisch, Bettina Schmidbauer-Mogensen, Bengt Davidsson, Giles Houghton-Clarke, Natalia Karpenko, Vanessa Aulehla, Andreas Rogal, Suzana Roseiro
- Extra-curricular activities: **coordinator Francesca Tadini**
 - Members: Minna Melleri, Elita Petraitiene, Sanjee Goonetilake, Christine Thomas, Bettina Schmidbauer-Mogensen, Roberta Maggio, Andreas Rogal, Vanessa Aulehla, Anthony Bisch
- IT Group: **Coordinator: Giles Houghton-Clarke**
 - Members: Anthony Bisch, Roberta Maggio, Elita Petraitiene, Christine Thomas, Bettina Schmidbauer-Mogensen, Suzana Roseiro, Sara Roda
- Health, Safety & Security: **Coordinator: Bengt Davidsson**
 - Members: Marjo Toivo, Elita Petraitiene, Sanjee Goonetilake, Szilvia Kalman, Vanessa Aulehla, Bettina Schmidbauer-Mogensen, Anna Yavorska, Natalia Karpenko, Sara Roda, Michael Teutsch, Raquel Jimenez Raquel.

Discussion is held whether a working group on Wellbeing can be created via a task force. The decision was postponed.

- Communication working group: **Coordinator: Natalia Karpenko**
 - Members: Sanjee Goonetilake, Suzana Roseiro, Andreas Rogal, Christine Thomas, Giles Houghton-Clarke, Elita Petraitiene
- Budget group: **coordinator: V. Aulehla**



- Members: Giles Houghton-Clarke, Bettina Schmidbauer-Mogensen, Elita Petraitiene, Sanjee Goonetilake, Tatiana Almeida, Francesca Tudini, Anthony Bisch
- Enrolment policy working group:
 - **Coordinator: Francesca Tudini** – Back-up: Minna Melleri
 - Members: all members of the Board.
- Welcome Policy working group: **coordinators: Christine Thomas & Suzana Roseiro**
 - Members: Elita Petraitiene, Sanjee Goonetilake, Andreas Rogal, Natalia Karpenko.
- Active Community working group: **coordinator: Elita Petraitiene**
 - Members: Marjo Toivo, Anna Yavorska, Natalia Karpenko
- Educational support working group: **coordinator: Anna Yavorska**
 - Members: Tatiana Almeida, Christine Thomas, Raquel Jimenez Lopez, Sanjee Goonetilake, Elita Petraitiene, Michael Teutsch, Andreas Rogal, Szilvia Kalman
- School Community building working group: **coordinator: Sanjee Goonetilake**
 - Members: Natalia Karpenko, Elita Petraitiene, Sara Roda, Marjo Toivo, Suzana Roseiro, Anna Yavorska
- Compliance & risk assessment working group: **coordinator: Roberta Maggio**
 - Members: Giles Houghton-Clarke, Bettina Schmidbauer-Mogensen, Marjo Toivo, Tatiana Almeida

Task forces

- Mobility programme: exchange programme for S4 & S5 students.
Coordinator: Andreas Rogal. Members: Bettina Schmidbauer-Mogensen, Francesca Tudini, Szilvia Kalman
- Digital Privacy Awareness: teach children, teachers & staff more on privacy. To know what to share and not to share. This concerns all aspects to digital privacy. **Coordinator: Sara Roda**

Members: Tatiana Almeida, Anna Yavorska, Suzana Roseiro, Christine Thomas

III. Discussion points and vote:

1. Tentative dates of Board meetings 2020 are proposed to the Board members:
Decision: proposed dates for Board meetings 2020 are approved.



Action point: Board members to note following dates in their agenda: 19/3/2020, 28/4, 27/5, 25/6, 22/9, 15/10, 19/11 and 9/12/2020. Date of AGM is 21/1/2021.

2. Meetings & attendance question: every Monday morning the document with meetings & events is mailed to all Board members. The document shows whom from the Board will attend which meeting. If one Board members can't attend a meeting he/she can be replaced by another Board member.
3. Updated text of criteria for creating bus stops to be published on the APEEE website. All Board members received updated text on the creating of bus stops for publication on the APEEE website. The objective of the text is to make it more clear how bus stops are being created and which criteria are being taken into account.

Vote is taken on the proposed text. All Board members vote in favor.

Decision: the proposed text is approved and can be published on the APEEE website.

4. Comments made regarding special needs pupils during the general Assembly: Discussion is held on the comment which was made by the Director of primary and maternelle at the annual general meeting. Question is asked how to take this forward?

Action point: the educational working group to propose to the Board (via written procedure) a reply to the school on the comment made.

5. Data protection and confidentiality Board members: information is given that a document will be circulated to the Board members to inform them on how to deal with confidentiality. The Board members will be asked to sign this document. Legal advice has also been asked concerning the outgoing board members and how to stay compliant with the data protection.

IV Any other business:

- 1) Results of the General Assembly of 23/1/2020 - 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 will be published on the APEEE website, as well as the document concerning the mandates.

C.A. 19-3-2020

Agenda points:

1. Approval of the agenda: Agenda is approved taking into account the following requests:
 - a. Request from S. Roda to move up on the agenda the point to present the priorities of the Digital Privacy Awareness WG
 - b. Request from S. Goonetilake to give priority to the APEEE services situation.



2. Approval of the Board report of 5/2/2020: the Board report of 5/2/2020 is approved.
3. Approval of the report of the conference call of 10/3/2020: question is asked whether the recording of the conference call of 10/3 can be shared with the Board, so that Board members who couldn't attend or had difficulties attending as of the start can listen to it. Information is given that the recording is only for the use of the person who writes the report of the meeting and therefore it's not for distribution.
Proposition is made to give Board members another 24 hours to send their comments on the report to A. Galle. After 24 hours, if no comments were received the minutes will be closed and will be considered as approved.

II **Discussion points and vote:**

- 1) Update on Corona virus: R. Maggio gives an update on the Corona virus situation. She had a telephone conversation with M. Malik today during which Ms Malik informed about the following:
 - Ms Malik informed that the school will cancel all the school trips this week for the entire school year, in order to be able to receive a reimbursement for the parents.
 - Information is given that a proposal will be made to not organize the B-test
 - The cleaning company has been ordered to deep clean the entire school during the Easter holidays.
 - On Friday morning 20/3 a Directors meeting will be organized to discuss e-learning and the launching of a survey among the teachers to capture their feedback on the distance learning situation which is active as of 16/3/2020.
 - a. **Distance learning**: V. Aulehla explains that Interparents is in contact with the other European schools about distance learning plans. ES Woluwe disposes of a proper plan via TEAM Office 365, which works well. Last Thursday OSG sent practical guidelines and recommendations to all teachers on distance learning. There's also a unit for educational support and how to organize such support. Now a back-up plan should be considered for S4-S5-S6-S7 students on how to organize the BAC.

Question is asked whether the "bring your own device" project at the ES Laeken had an some kind of influence for the students? There's no feedback from ES Laeken on this.

R. Repplinger Hach informs about the survey to receive feedback from parents on the distance learning experience which the APEEE is preparing. All Board members have received copy of the survey with the questions. The school will organize such a survey for the teachers, and therefore it would be good to also receive the feedback from the parents on this, so that both



feedbacks can be compared in order to improve the distance learning process.

Proposition is made to concentrate on questions concerning on what can be improved and avoid any negative parts. Board members agree to send out the survey as soon as possible in order to have tips for improvements to be send to Ms Malik.

- **Services**

- ☐ The support we want to give our staff during this difficult period:
We have the right to request our staff to be placed in 'chomage temporaire', which means the Government will pay 70% of their salaries. This applies to staff with an indefinite contract (kitchen staff) as well as those with a contract of fixed length - i.e. Perischolaire monitors, bus monitors.

If 'chomage technique' is not granted, APEEE will be responsible for paying the full salaries.

- ☐ Serving and cleaning staff are employed by Eurocleaning and are therefore not the APEEEs responsibility.
- ☐ The Board expresses its desire to ensure that staff are not placed under financial stress/hardship by this arrangement and wishes to show solidarity with staff by paying an additional top up so that they receive the same income as normal.

All Board members have received a calculation done by E. Van Dijck in which the different kind of contracts are described and the calculation concerning the top up.

Decision : Board members agree to the principle of top up the income of all staff who suffers from less income due to chômage temporaire, and for the ones who can't benefit from the chômage temporaire (volunteers, ALE, contrat associatif, indépendants).

Vote is taken on: does the Board agree to top up the salary for all staff (CDD & CDI) with chomage temporaire to a 100%, in order for them to receive a normal income and this for 2 months renewable?

Vote: majority of Board members voted in favor of the proposal.

Decision: APEEE will top up salary to 100% for all staff (CDI & CDD) with chomage temporaire in order for them to receive a normal monthly salary for the next 2 months.



Vote is taken on : does the Board agree a top up the salary all bus supervisors with CDD contracts, to 100% even in case the PMO is not willing to take on that cost ?

Vote : all board members present voted in favour of the proposal.

Decision : APEEE will top up salary of the bus supervisors with chomage temporaire to 100% in order for them to receive a normal monthly salary for the next 2 months.

It is agreed that the fine details will be worked out by the Bureau.

c. **Reimbursements**: information is given that it's only possible to consider reimbursement as of the moment that all costs are defined. At the moment the APEEE doesn't know yet how much will have to be paid to the bus companies as compensation and nor is it clear for how long the school will be closed. Therefore, the reimbursement question will be addressed later when all costs are known.

d. **How to approach the transport issue given the role of the PMO in paying transport costs**: the 4 APEEES organized a conference call on Tuesday and discussed the way forward. First action point was to contact the Federation of the bus companies to assess their expectations concerning reimbursements. The reply from the FBAA is that 28% would be a faire pourcentage to request. It has been agreed that The Laeken APEEE Director will take the lead in contacting the PMO concerning confirmation that any such amounts will be reimbursed, as will any top ups to bus monitors.

Both APEEE Laeken and APEEE Woluwe have received a note from the PMO asking for a reimbursement for the school years 2015 to 2018. For our APEEE the max amount to reimburse is set at 200.000€ and the minimum amount to 100.000€. A message was mailed to the PMO asking them to explain how they have calculated this amount and to explain their methodology. The PMO has not replied to us on this point yet.

e. Whether to adopt a common approach with the other Brussels APEEEs

There is a request for the 4 APEEEs to adopt a common position towards both staff with respect to treatment and to parents with respect to any reimbursements - to avoid questions being asked about why Laeken is doing X and Ixelles Y. There is also a request for standardised communications to parents and staff, for consistency of message. This could include a standard level of reimbursement for each activity. This however can only be discussed once we have a clear picture of the finances.



If there is agreement across the 4 schools, we would aim for a message to parents next week.

Decision : Board members agree to adopt a common approach with the other Brussels APEEEs.

f. Other:

- i. Question is asked whether a separate conference call can be organized to discuss Corona issues in general. There was however no specific need for this from the majority of Board members.

2) Workgroup activity plans

presentation of the plans for each WG are presented for approval by the WG coordinators.

Requested budgets will need to be submitted through the Budget group approval process and are not therefore approved at this stage.

- **Taskforce: Digital Privacy Awareness:** all Board members received a document describing the general objectives to pursue by the Task Force, the priorities for 2020 and an expense estimation.

Task force priorities are:

- ii. Raise awareness and foster discussions on the right to privacy, in particular digital privacy, and personal data protection among School Management, Professors and Pupils.
- iii. Promote class lectures on teaching privacy and personal data protection in primary and secondary.
- iv. Use "the European handbook for Teaching Primary and Data Protection at schools" - ARCADES EU funded project.
- v. Support further restrictions on the use of smartphones at school, to discuss from June onwards.

Expenses estimation: in order to promote and increase awareness on digital privacy awareness among the school community an event will be scheduled inviting relevant expert(s). It can be a conference or a panel debate depending on the expert(s) availability and school expressed needs. For this event a budget of 1500 euro is requested.

Decision: a mandate is given to the Digital Privacy Awareness taskforce to pursue the 2020 priorities.

- **Compliance & risk assessment group:**

all Board members received a document outlining the priorities for the Compliance & risk assessment group.

Role and mandate of this Working Group.

The role of this Working Group is:

- to ensure that the activities of the APEEE are conducted in compliance with the legal requirements and that the proper monitoring measures are implemented;
- to contribute in the identification of the main risks linked to the activities of the APEEE and the action necessary to mitigate the risk.

Priorities for 2020

- to improve the risk management system in the APEEE by including also the risk not just related to the obligation raising from the legal framework;
- to ensure the full compliance with the legal obligations.

Main Actions for 2020

- identification of the main risks for the APEEE Services;
- identification of the main risks for the APEEE Board;
- awareness raising info session to the APEEE Board members on the risk management;
- collaboration with the School for mitigating any common risk factors;
- monitor the compliance to the legal framework in the implementation of the tasks of the APEEE;
- set up of a book of procedures for APEEE Services and APEEE Board.

Decision: a mandate is given to the Compliance & risk assessment working group to pursue the 2020 priorities.

- **Transport:**

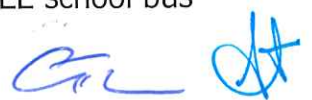
all board members received a document outlining the priorities of the transport working group.

1. **Routes and stops 2020-21:** Finalise analysis of bus routes in view of optimising the travel time for the next school year (by June)

- Scenarios to be prepared by APEEE staff. The bus stops and routes may change for the next school year as a result of this analysis.
- Parents need to be informed about the changes to stops and routes in May.

2. **Green transport plan:** communication to parents in Spring about environmental benefits of bus transport

- Survey questions to be added to APEEE services survey sent out in April (all 3 services + comms WG)
- Based on survey results, and in collaboration with Communications WG, prepare a communication to all parents encouraging them to enroll to APEEE school bus service.



3. **Complaints policy:** Improve process

- Clearer instructions on APEEE website for transport-related complaints (APEEE staff to implement).
- Main complaints received in the past school year and how they can be addressed in an efficient way
 - o Bus drivers
 - o Bus supervisors
 - o Length of travel & additional bus stops

Decision: a mandate is given to the transport working group to pursue the 2020 priorities.

- **Extra-curricular activities:**

All Board members received a document outlining the priorities and implementation of the priorities for the Extra-curricular activities working group.

Priorities:

- To ensure a high-quality offer which is in line with the expectation of the parents/children
 - o To analyse the offer
 - o To analyse the scope for improvements
 - o To assess the reasons for cancellation
 - o To launch a new survey on client satisfaction
- To improve communication to parents
- To value our staff (from managers to monitors and surveillants)
- To improve the Open Day (June 2020)
- To create synergies with other APEEEs

Decision: a mandate is given to the extra-curricular activities working group to pursue the 2020 priorities.

C.A. 27-3-2020

Agenda points:

1. Info on meeting with K. Malik on survey distance learning
2. NATO site

II Discussion points:

- 1) Update meeting with K. Malik on the distance learning survey: on 27/3 V. Aulehla, R. Repplinger-Hach, S. Roseiro and T. Almeida has a telephone conference with K. Malik on the results of the survey on distance learning. It was a constructive meeting, in which Ms Malik informed that there's indeed room for improvement such as more interventions and more teaching. She will distribute the results of the



survey to the teachers and encourage them to improve concerning the interactions and more teaching.

- 2) Nato site: All Board members received a detailed report on the Groupe de Suivi meeting which took place on 25/3. The President re-explained what has happened during the Groupe de Suivi meeting to the Board members.

Discussion is launched on this topic and debat is held on how to move forward.

Following **action points** were agreed on :

- the President to contact Ms Malik on the topic to verify the known facts of the plan.
- To inform the parents as soon as possible. Deadline for message to parents is Wednesday 1 April 2020. A letter will be prepared by the following team : G. Houghton-Clarke, T. Almeida, B. Schmidbauer-Mogensen and N. Karpenko.
- Send the message to parents to M. Malik first so that she can comment on what has been written before sending the information to the parents.
- A team is put together on the Nato topic : T. Almeida, R. Maggio, S. Goonetilake, F. Tudini, S. Roseiro have volunteered to be part of the team. Other members are invited to join
- President to request a special Admin Board to discuss the proposal to make the NATO site an annexe or EEB2 and to identify the key risks and requirements
Board of Governors is coming up on 17 April - likely to be in crisis mode where decisions are made quickly - risk of a hasty decision on this issue which does not take into account necessary conditions for success of alternative
- Impact on Services needs to be assessed. What additional costs and how financed? Bettina will work on this.
- A set of criteria to be prepared on for example:
 - What is needed to make this a success?
 - Need to have a list of the facilities at the site (has been promised) get copy of the requirements and project plan
 - Budget for teachers and other additional staff needs
 - works to be completed on EEB2 to expand secondary - new Science labs, convert Primary classrooms, fix primary heating - what are the lead times on this?
 - Has RdB committed to completing these works for September 2021

- What is the pupil plan - how big primary and secondary?
- How many pupils will be enrolled vs how many transferred from Woluwe?
- Will any new sections be opened?
- How will overcrowding be reduced in Woluwe?
- What contribution to burden sharing will come from other schools?

Action point: T. Almeida and the NATO taskforce team will prepare a set of criteria and send to the Board for comments.

IV Any other business: question is asked whether Board members prefer to organize a conference call via ZOOM or via Webex. Information is given that Webex is Europe based, and ZOOM isn't. Most Board members agree that ZOOM functions well and want to continue to use it.

C.A. 28-4-2020

Agenda points:

4. Approval of the agenda: Agenda is approved.
5. Approval of the Board report of 19/3/2020: Board report of 19/3/2020 is approved.
6. Approval of the report of the conference call of 27/3/2020: the report is approved.

II Discussion points and vote:

3) Update on Corona virus:

- a. **Finances services:** all Board members have received a proposal from the budget working group to prolong for the months of May and June until 3rd of July (date on which the employment contracts end) the top-up solidarity fee for our APEEE staff which either are on chômage temporaire or those who cannot benefit from the chômage temporaire (i.e. volunteers, ALE, independants and contract associative). The solidarity fee is for APEEE employees only and is exceptionally introduced due to the corona pandemic situation to safeguard proper functioning of continued APEEE services (school bus, canteen, peri-scolaire) also during the next school year.

All Board members have received an overview of the APEEE financial accounts with a simulation of the financial situation until the end of the school year, including the calculation concerning this top up.

Vote is taken on: does the Board agree to top up the salary for all staff (CDD & CDI) with chômage temporaire to a 100%, in order for them to receive a normal income and this for May until 3rd of July 2020, and for the ones who can't benefit from the chômage temporaire (volunteers, ALE, independants and contrat associative) as was done during March & April 2020?

Vote: all Board members agree with the above described proposal.



Decision : Board members agree to top up the income of all staff who suffers from less income due to chômage temporaire, and for the ones who can't benefit from the chômage temporaire (volunteers, ALE, contrat associatif, indépendants) for the months of May until 3rd of July 2020 (end of contracts).

- b. Update on transport service and meeting college on 28/4/2020: information is given about the financial APEEE accounts, and the possible loss of -200.000 EUR in the transport department, due to the fees to be paid to the transport companies for ending the contracts on 13/3/2020. During the meeting with the college on 28/4 a request was made by the bus companies & the FBAA to invoice 28% of the remaining contract time (period from 16 March to 3 July 2020). Information was given to the bus companies and the FBAA that the APEEE needs to discuss any kind of fee with the PMO, and receive a written confirmation from the PMO whether they agree to pay for such a fee.
- Information is given that art 13 §5 of the cahier de charges signed with the bus companies stipulates the following : "... ***[The current contracts are terminated without notice when the service loses all object for lack of pupils to transport or in case the European School of Woluwe or another Authority would prohibit the client from continuing its activities such as described in this contract. This termination gives the carrier the right to compensation of 3% on the balance of the contractual period, with a maximum of € 5,000.]*** We find ourselves exactly in this situation.

Next steps are to organize a meeting with the 3 other APEEEs in town in order to discuss the possible fee and align. After that a meeting with the 4 APEEEs and the PMO is to be scheduled to discuss the proposed fee to be paid to the bus companies.

S. Goonetilake asked a question for the record, which is whether there's a deadline to pay for the bus company contracts and have any payments being paid already? Reply is given that bus companies have been paid until 13 March. No bills have been received as of 16 March

The budget working group has analyzed the financial accounts of the APEEE and the simulation until the end of the school year. With no income during the 3rd trimester at all, the money received from parents for canteen and transport during the month of March, will be used and needed to pay for the fixed costs during the months of April until August 2020. A communication will be prepared for the parents to explain about the no reimbursement for canteen & transport, because the money will be needed to pay for the fixed costs until August.



Action point: the budget working group to prepare a message to the parents about the non-reimbursement for transport and canteen.

- c. **BRUMUN:** all Board members received a proposal from V. Aulehla on covering half of the cost of BRUMUN, which was not budgeted.

The proposal to vote on is whether the Board, agrees to cover 50%, meaning 696,72EUR, as detailed below of the deficit of Brumum.

Brumum has a total come in of	26.253,55 €	(6.000 € from APEEE included)
Brumum has a total going out of	-1.546,99 €	
	<u>-20.100,00</u>	
Reimbursement of all the fees	€	
Paying back the APEEE guarentee	<u>-6.000,00 €</u>	
Leaves a deficit of	-1.393,44 €	

Maybe the quickest and most transparent way would be that APEEE and the school pays each the 50% to the BRUMUM account, so that we – as the holder of the BRUMUM account, can start paying back all the stakeholders.

Vote is taken: majority of Board votes in favor to pay 696.72 euro from Board Social fund

- d. **Re-entry:** information is given on the question whether the school can open as of 25 May 2020. Ms Malik has send a message asking for the feedback of the school management, the teachers and the parents on this. She will then give this feedback to the Secretary General.

Discussion is held on what is needed in order to re-open the school. There's a debate to be done. Voluntary attendance is needed. It has to be analyzed whether the services can be operational. Overcrowding plays a role in the European schools. Argument is given that it's important to get the experience of starting to teach again at school, and see how things are handled. We need to prepare for a year with distance learning or try to find a balance. Another view is given that school should not reopen until September.

For now kindergarten will stay closed. The primary school could open again but not for all years. Proposition is made to consult with the parents

via a survey. Ms Kamila would need the feedback from parents by Wednesday 29/4.

Concerning the services, canteen is not allowed to open following the Belgian authorities. Concerning the transport service and the supervision it needs to be analyzed how many children would attend the school and need the service, before a decision can be made.

How to move forward? The Board has different views on it:

- we have the option to ask the parents
- Proposal to ask parents and combine with feedback from the Board.

Board members **AGREE** to organize a survey and send it to the parents still tonight. Therefore, proposition is made to end the Board meeting and discuss the remaining points at a Board meeting next week.

Board member who like can stay online and help finish the survey to Parents.

Tomorrow on 29/4 G. Houghton-Clarke will send a draft text to the Board describing the feedback from the Board on the re-opening or not of the school. Once the Board has approved the message of the Board the message together with the result of the survey will be send to Ms Mailik.

C.A. 7-5-2020

I Agenda points:

1. Approval of the agenda: Agenda is approved taking into account a point under AOB on confidentiality agreement.

II Discussion points and vote:

Information is given that school reopening will not be harmonized in the different countries but will be harmonized for the 4 Brussels European schools. The school director of our school asked the view of all stakeholders and Ms Malik is open to discussion and listening to all sides and stakeholders. School will take the ultimate decision and responsibility on the re-opening in May.

Discussion is held on blended learning and distance learning task force group is welcome to collect information on best practices from all sections at our school. This could be a good opportunity to improve all facilities to blended learning. It is informed, as reported by headmistress Ms Malik, that the school will probably only partially reopen in September, ie no more than 50% of pupils on the school site at any one time in order to allow physical distancing measures.

Action point: taskforce distance learning to collect the best practice from the different sections on distance learning to share with the school.



Since there are great uncertainties on the corona virus, its development, spread and impact on the population, and likewise its impact on the school community, our school management should prepare for hybrid teaching (both online and on-site and a blend thereof). Preparing for the next school year, some Board members therefore argued they would like the school to test in June how this can be delivered most effectively through different technologies and teaching approaches. This is a new way of teaching and we need to learn how best to deliver it.

A. Yavorska gives update about call with Ms Malik to discuss recommendations concerning educational support. They discussed the idea to launch a survey on Educational support and try to help special needs children, their parents and also help their educational support teachers to understand all the challenges better and try to improve what is needed.

Decision was taken to organize a survey in cooperation with the educational counsellors and the school.

A. Yavorska will send the draft survey, which has been prepared by the Educational support working group, to the school management and the counsellors and ask their input and feedback.

S. Goonetilake shares with the Board an incident which happened concerning the recording by a student of the on-line class on TEAMS. She proposes to ask the school to teach the students the do & don't about how to use TEAMS in a safe and secure way.

1) Others:

- a. Letter of Ms Malik regarding end of school year for Secondary pupils until 3 July: several parents shared questions with the Board after having received the message of Ms Malik concerning the end of the school year for secondary pupils until 3 July.

The APEEE notes that the school is obliged to offer 180 school days of lesson. Until this year they were not able to comply with this requirement because of the organization of the BAC. It has been a long time request of APEEE that this 180 day requirement is met, therefore the Board agrees to support school on this.

Parents who may have questions or comments can send them directly to Ms Malik.

- b. Feedback from parents on NATO site: The Board has received lots of comments, feedback and suggestions from parents and they have taken them into account in their internal reflection and also while discussing this topic with the other parents associations from Brussels.

As a result, the four APEEEs were able to produce a joint position on the report of the Secretary-General presented to the Board of Governors of the European

Schools. While pointing out several inconsistencies and shortcomings of the referred proposal, the APEEEs' joint position urged the Office of the Secretary-General of the European Schools to produce a in-depth study on the criteria that should preside the future populating of the Evere temporary site, as well as its practical consequences in relation with the existing European Schools in Brussels. It also requested further details on how the temporary site will relate to the projected fifth school.

The parents' concerns were also welcomed by the Board of Governors at its meeting. It was thus decided to request the Office of the Secretary General to produce a comprehensive and further detailed report on its proposal for the Evere temporary site. We are now waiting for this report to be presented.

The Nato taskforce will continue to collect the feedback from the parents. At the moment there's already a large document with all the issues which are to be addressed. A new issue is the possible presence of asbestos on the old Nato building. The works to bring down the ancient Nato headquarters would be at the same time of the installing of the new school. We are awaiting the official confirmation on this, because this needs to be done properly, and in a safe way. If Evere would continue to be considered as an annexe of Woluwe there will be substantial works required at Woluwe in order to accommodate an expanded secondary, including new scheme labs, converting primary facilities for Secondary etc. Concern is expressed that if this is not planned now, the school will not be ready to accommodate additional secondary pupils in September

Action point: Nato taskforce will send an update communication to the parents this week.

- c. Volunteers: information is given on a legal matter which the Board is facing concerning the volunteer parents. Volunteers parents are very much welcome to help and we appreciate their work. But we have to be aware that there are different levels of volunteers : on one hand the external activities which involve a lot of volunteers (Footfest, Christmas market etc) and on the other hand, the volunteer parents participating in the Board working groups.

Working groups are composed of Board members, who are elected and have received a mandate. If volunteer parents, who are not elected and have not received a mandate, join a working group they should be bound to the same rules as the Board members such as confidentiality and ensuring they only express opinions in meetings with counterparties that are in line with APEEE policy. Recently the APEEE has experienced a volunteer forwarding confidential emails to the school and volunteers taking their own position on issues in meetings with external parties without checking with the APEEE.

There are several ways to deal with this:

- i. There's a restricted approach which is not to allow volunteer parents to join the working groups and not participate in working groups which require confidential information. And if exceptions are needed, they can be requested to the Board and voted on.



- ii. There's a softer approach, that volunteer parents may be allowed to participate if they sign a confidentiality agreement and they agree that they are in the working group for the APEEE and not for themselves.

Reflection of the Board is asked on this topic. Proposition is made that a structure and set of rules should be proposed for the volunteer parents, both with respect to confidentiality, so they are bound by the same rules as board members with respect to information they received through the APEEE, and secondly with respect to their role when engaged in APEEE business with counterparties.

Action point: T. Almeida to prepare a proposal concerning the structure and rules for the volunteers. T. Almeida to send a kickoff document to the Board for their input and feedback.

- d. Wellbeing survey status update and next steps: an overview is given by B. Davidsson on how the Health, Safety and Security working group has evolved since 2017 and how the topic of Wellbeing has grown within the Health, Safety and Security working group since 2018, and the work done on the topic since then. He proposes to create a separate work stream within the HSSG for Wellbeing, given the importance of having a dedicated approach to this topic.

The project has now completed phase 1, which is the survey. there remains an outstanding action to communicate the survey results to parents (pupil communication has been done) and most important, to develop and implement and action plan to address the issues raised

It is agreed that for this next phase of the wellbeing project, Board members should be identified as the representatives towards the school authorities. This will ensure efficient communications and an effective organisation structure for APEEE towards this project. This approach is supported by the director, who would like to see a strong emphasis on project management for this project going forward. The two project lead representatives will be supported by a wider team within the workstream, but all communications with the school are to go through these 2 individuals.

It is proposed that these positions are filled by Tatiana, as VP Ped, in the position of project leader, with Szilvia taking the role of subject matter expert.

Sanjee Goonetilake, member of the Design Team of the Wellbeing survey who initiated the project in June 2018 expressed interest in being one of the contact persons with the project.

After a discussion, Sanjee Goonetilake withdrew her candidature from being a contact person with the school on wellbeing.



A vote is organized on whom from the Board will be the interface with the school on wellbeing.

Voting: majority of Board members voted in favour of T. Almeida and S. Kalman

Decision: T. Almeida and S. Kalman will be the only Board members communicating directly with the school management on the wellbeing survey project.

2) Workgroup activity plans

Presentation of the plans for each WG are presented for approval by the WG coordinators.

Requested budgets will need to be submitted through the Budget group approval process and are not therefore approved at this stage.

➤ **CEES:** All Board members received the priorities for 2020 for the CEES working group which are:

- Exams / BAC 2020 in crisis situation
- Monitoring implementation of distance learning
- New Marking System / BAC
- Key competences
- Follow-up on pedagogical aspects of well-being survey
- Career guidance
- Transparency on teacher qualification (tbc)

Vote : vote is taken on whether the CEES WG can pursue the priorities presented. Majority of Board members voted in favour.

Decision: mandate Is given to the CEES to pursue the priorities for 2020.

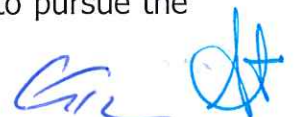
➤ **Canteen:** canteen meeting took place on 7-5-2020. Report will be mailed to the Board.

➤ **Communication WG:** the mandate & objective for 2020 were mailed to the Board.

1. Communication between the APEEE board and the parents, in both directions.
2. Communication between the APEEE board and the ES authorities incl. EEB2 management
3. Communication between the APEEE and the 'outside world'

Vote : vote is taken on whether the Communication WG can pursue the priorities presented. Majority of Board members voted in favour.

Decision: mandate Is given to the Communication Working group to pursue the priorities for 2020.



- Enrolment policy group: is postponed to the next Board meeting.
- Active community WG: is postponed to the next Board meeting.
- Welcome committee WG: is postponed to the next Board meeting.
- Educational support working group: the mandate & objectives 2020 were mailed to the Board including a request for budget of 1500 euro for organizing conferences and lectures.
- Raise awareness and foster discussions on changing the attitude towards and better understand the pupils that need educational support with the school management, teachers, parents and pupils though launching discussion meetings, etc.
 - 2. Organize lectures on general school inclusiveness topics, as well as debates or similar events on specific or sectorial educational support topics (neurodiversity model approach¹, specific ASD challenges in adolescence, new educational support IT tools, early intervention in ASD in school context, etc.).
- Provide continuous feedback and suggestions for improving the distance learning experience for the pupils that require educational support (via surveys, discussion meetings, personal interactions with parents).
- Update the educational support APEEE webpage.
- Extend further contacts with the dedicated support groups of parents and other stakeholders in the European Parliament, Commission and other European institutions.

Event(s) should be organized inviting relevant expert(s). It can be a conference or a panel debate depending on the expert(s)' availability. We would like to foresee a budget of 1500 euros.

Vote : vote is taken on whether the Educational support WG can pursue the priorities presented. Majority of Board members voted in favour.

Decision: mandate is given to the Educational support working group to pursue the priorities for 2020.

Note: all funding requests are to be directed via the budget group, which has a separate approval process, hence the above WG priorities approval does not constitute a commitment to the spending request.

IV Any other business:



- a) Confidentiality agreement: all Board members have received the request to sign the confidentiality agreement. Proposition is made to add it to the working methods.
Action point: F. Tudini to make a draft to amend the working methods document accordingly and send to the Board.
- b) APEEE staff: Comment is made to thank A. Galle and F. Pelister for all the work done and keeping the APEEE administration going during these difficult and unusual times. F. Tudini makes a comment for the record as well congratulating A. Jean-Villanueva and A. Sioen for the work done to prepare the different scenarios for a potential re-opening on 25 May and for September. The meeting with the staff members of the Extra-curricular activities department on Monday 4/5/2020 was very constructive and successful.
- c) Meetings: S. Roda proposes that all Board members who organize a meeting (call) send the information to A. Galle so that it can be recorded in the weekly overview, and therefore everybody can keep track of what is happening.

C.A. 27-5-2020

I Agenda points:

- 1. Approval of the agenda: Agenda is approved accepting the request to move point 1.b up and take point 1.a after that.
- 2. Approval of the report of the 28/4 Board meeting: Board meeting report is approved.
- 3. Approval of the report of the 7/5 Board meeting: a couple of changes are requested to the Board report. A. Galle to implement the changes and send report back to the Board to be approved at the next Board meeting.

II Discussion points and vote:

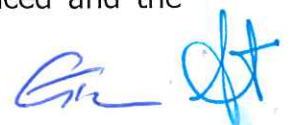
1. Update on Corona virus:

- a. Distance learning and school reopening: information is given that a new taskforce has been formed within Interparents to brainstorm and discuss the September reopening of the school. There's also a task force on distance learning within Interparents.

In our school at Woluwe we still seem to be in a brainstorming mood and there's no position taken yet on the September reopening.

At the ES in Frankfurt they are organizing a hybrid teaching pilot project (students in classes with camera's), meaning using the best elements from the distance learning on one hand and students being present in the class room at certain times on the other hand. It seems that it would cost up to 7000 euro to equip 1 class room with the necessary equipment in order to organize such hybrid teaching.

Feedback is given on the meetings which have been taking place with the Deputy Secretary General. A guideline document has been produced and the



question is asked whether we would like to pass on this document to the school management and see a proper discussion on the topic?

Proposition is made to organize a meeting with the working group members of CEP&M, CEES & distance learning to discuss the distance learning and September reopening.

Discussion is held on the distance learning and September reopening and following questions were asked:

- What happens in case the European school doesn't follow the guidelines of the Belgian authorities.
- How will the reopening in September effect the primary students?
- How to deal with the on-line teaching, since the online teaching tend to take time and things are going slower? How will this be handled next year?
- How will teachers teach and can they refuse to come back to school, how will they teach while having children at home?
- Can we ask the school management why they do not consider to reopen fully as of September?

Information is given on the meeting which took place with Ms Malik, the Director of the school. During this meeting she outlined that there are 2 scenarios which are being looked at for the reopening in September:

- a. A scenario consisting of 3 weeks on-line teaching and 1 week coming to school to do certain projects, and this per year level.
- b. A more traditional scenario.

As of 2 of June the school management will start discussing the options and there might be in due time a confirmation concerning the chosen module, which will then allow us to see how to move forward for primary and secondary students. Ms Malik has delegated the pedagogical aspects to the Deputy Directors.

Propositions and ideas of Board members are being discussed and opinions shared. Hereby a short overview of the concerns & ideas:

- Information is given that it's important to discuss per year level because the topics are different. The Belgian law sets the frame, but it's not mandatory to follow in details, the ES just cannot go further than the Belgian law. Concerning the curriculum & projects, this was already in the Covid 19 exit document which was distributed.
- It's important to receive clarifications soon that the school will prepare the students for a normal BAC in 2020-21.
- Opinion is given that considering pupils back to school for 1 week per month to do projects and 3 week of distance learning is something which cannot be done for the primary students meaning for example 1st primary students need to be at school in order to learn properly the basis. School

management should now be motivated by the APEEE to get ready for September and prepare for the worst scenario. We need to ask the Director to consider all the different aspects, and to distinguish the differences between the different levels.

- Point is made that if blended/hybrid learning (combining some distance learning with some physical school presence) is to work the school will need to work hard now in order to have a workable solution for September.
- The APEEE could ask the school to think outside the box in order to explore all possible options for teaching.
- Information is given that not all ES in Europe take the same line: in the Netherlands the ES reopens completely.
- In primary no education happens without the parents, even in P5. The parents have to supervise them and help them with learning. School is also not only about this kind of learning, school has also a social & cultural aspect.
- Looking at the Nordic countries, teaching outdoors could be an option. Teaching outdoors is less dangerous.
- For distance learning several things need to be improved. We need to understand that teachers have made big efforts concerning the distance learning, but we need to acknowledge that it can cause stress.
- Parents in DE section have suggested a second survey on how distance learning is going in order to see what functions well and what needs to be improved.

Organize a survey on distance learning is a good idea. It might be too complicated to ask parents about the September options, because that might be too complex. Except if we would keep it on a general level such as asking whether the parents would like to keep their children at home in September or not.

- It would have been good for the school if they would have first set the objectives per level and then find the best module. For the moment, it seems they are taking the other direction. The school is looking for a solution which is organizational viable, and then adapt it.
- Question is asked whether there's any new on the P5 transition? Is anything scheduled for this?
- The coordination with the institutions is also to be thought of. The opening of the schools will have an influence on the working conditions of the institutions. If children have on-line learning 3 weeks per month they will need a parent to be home with them.



- Since we do not know the situation with the virus outbreak in autumn yet, it's important that the school has prepared different plans for different situations.

Conclusions & action points:

- 1) Does the APEEE wants the school to do the maximum they can in terms of having the greatest number of children come back to school up to the ceiling of restrictions put by Belgian law for the reopening in September? And if possible a full opening in September?

Vote is taken and majority of Board members agree with this statement that school should do the maximum.

- 2) Does the APEEE wants to ask the school to think out of the box in order to maximize the opportunity for a maximum of the students have a learning experience (in the woods, outside etc.).

Vote is taken and 13 Board members voted yes, and 5 abstained. Statement is therefore approved.

- 3) How to organize hybrid learning – does the APEEE want the school to set out objectives for distance learning and defined ways that it will be delivered, in a structured fashion with quality assurance in place, with a clear plan per year level?

Vote is taken and majority of Board members agree with this statement.

- 4) Should the APEEE go back and ask parents about experience in distance learning by organizing another survey in order to identify learnings about where improvements can be made?

Vote is taken and majority of Board members agree to organize a new survey on distance learning.

Action point: V. Aulehla to put together working group consisting out of Representatives of CEES, CEP&M and distance learning to further discuss the 4 approved conclusions.

b. Services:

- i. Update on overall financial position: V. Aulehla gives an overview of the APEEE reserves which show a total amount of 1.698.415,18 euro of which 1.061.242 euro is reserved for the passif social.

The passif social is a requirement which the AISBL obliges to make sure there are sufficient funds available to pay the staff in case the AISBL would have to close down. It's therefore important to always assure that the total reserves stay above the amount of the Passif social.

From the total amount of the reserves the following amounts might have to be deducted in 2020:

- 200K: the AISBL has received a note from the Commission PMO to reimburse 200K in 2020 for the transport service, which therefore will need to be deducted from the total reserves.
- 200K: possible more transport claims from other institutions

- 127K: the amount the APEEE will have to pay in case the school remains closed for another 3 months as of September and no invoices will be sent to the Parents paying themselves for transport.
- 60K for costs to cover other expenses during the closure period

In case the above mentioned reimbursements are to be done, it will bring the amount of total reserves under the Passif social reserves.

- ii. Transport compensation fee for the bus companies: M. Melleri briefs the Board on meetings between the 4 Brussels schools and the PMO office of the Commission, which reimburses the APEEEs for Commission staff school transport expenses. The PMO has been asked whether it will countenance paying a fee to the bus companies the APEEEs use to assure their financial stability. The bus companies are requesting an amount of 28% or more of their normal invoice amounts. The PMO have declined to provide such an assurance. Ixelles and Uccle APEEEs propose therefore to pay an amount, settled at 15%, from their reserves. Woluwe and Laeken are to decide on this.

Taking into account the unclear and unstable situation, and not clear plans on how transport will have to be organized next year, the budget group does not advise to pay 15% from the APEEE reserves, as this would cost a further €120K, taking our reserves close to or below the minimum. This is considered imprudent in the current uncertain financial climate, where there could be significant claims on our reserves going forward.

The 4 APEEEs have prepared a letter to Commissioner Hahn to apply for financial help in order to help the bus companies. All Board members have received a copy of this letter.

The Cahier de Charge of APEEE Bxl II stipulates the following:

§ 5. Les contrats en cours sont résiliés sans préavis lorsque le service perd tout objet faute d'élèves à transporter ou dans le cas où l'Ecole Européenne de Woluwe ou une autre Autorité interdirait au donneur d'ordre de poursuivre ses activités telles que décrites dans ce contrat. Cette résiliation donne droit pour le transporteur à une indemnité de 3 % sur le solde de la période contractuelle, avec un maximum de 5000 €. § 5.

The current contracts are terminated without notice when the service loses all object for lack of pupils to transport or in case the European School of Woluwe or another Authority would prohibit the client from continuing its activities such as described in this contract. This termination gives the carrier the right to compensation of 3% on the balance of the contractual period, with a maximum of € 5,000.

1. **Vote is taken** on applying the compensation fee of 3% as stipulated in the cahier de charge: Majority of Board members voted yes to applying the compensation fee of 3% as stipulated in the cahier de charge.
Decision: bus companies will be able to invoice 3% to the APEEE for the period of 19 March to 3 July 2020, or in case of reopening of the school until 5 June 2020.

iii. Extra-curricular activities – reimbursement to parents:

After analysis and discussions, the budget working group proposes to refund parents whose children are registered for the extra-curricular activities the full balance in the accounts after deductions of costs. This is approximately 170K and will be reimbursed on a pro-rata basis. The Extra-curricular activities budget will end the year with a zero balance. A communication to parents will be prepared.

1. **Vote 1:** vote is taken on whether the APEEE wants to pay back the 170K to the parents whose children are registered for the extra-curricular activities. 15 Board members voted yes and there were 3 Board members who abstained. Decision: reimbursement of 170K to parents who registered their children to the extra-curricular activities has been approved.
2. **Vote 2:** vote is taken on the proposal to give the parents the opportunity to choose between receiving a voucher (credit note) or get an immediate pay back. Majority of the Board members voted yes. Decision: parents will be offered the 2 options (voucher and/or immediate refund).
3. **Vote 3:** some parents have very generously indicated that they do not want to be reimbursed. Vote is taken whether parents should be offered the option to leave the money to the APEEE. Majority of Board members voted no, 2 Board members abstained and 4 Board members voted yes. Decision: parents will not be offered the option to leave the reimbursement money to the APEEE.

The APEEE is very grateful for the proposition of several parents to not be reimbursed for the extra-curricular activities or other services. This is a token of high appreciation of the work done by the APEEE and its staff and the gesture is greatly appreciated. The APEEE however believes that it will be able to manage its finances this year without the need for such recourse. The view is expressed that there might be issues about how such donations could be accounted for.

C.A. 25-6-2020

I Agenda points:

1. Approval of the agenda: Agenda is approved including the request to move up the Welcome service point in order to discuss the welcome event for new parents in September. 11 Board members approved the agenda and 1 Board member abstained, therefore agenda is approved.
2. Approval of the report of the 7/5 Board meeting: Board report is approved including adding the 2 sentences under the point on Health, Safety & Wellbeing as requested by S. Goonetilake. 15 Board members voted in favor of the report therefore the Board report is approved.
3. Approval of the report of the 27/5 Board meeting: Board meeting report is approved. 11 Board members voted in favor, 2 voted no and 1 abstained. Therefore the report is approved.

The first 1h of the meeting was taken by discussing the internal workings of the Board. Especially one board member made repeated interventions and negative comments, including personal attacks on some other board members.

Action point: S. Goonetilake to prepare a document for the Board's consideration to substantiate her dissatisfactions with its operations

IIa Discussion points and vote:

1. Update on Corona virus: R. Maggio gave an update on how the school is addressing possible cases: If a student presents symptoms, the child is taken to the school nurses, the parents are called and asked to take child to the doctor. School can't demand a test, but parents are very cooperative and are asking for the test themselves. The school informs pupils in the same 'Bubble' who are quarantined. The school also informs the APEEE, who can then check whether the child takes the bus. The APEEE will then inform the parents of all children taking the same bus. The school subsequently informs the APEEE if the child is to be readmitted to the school or otherwise and the APEEE informal bus parents accordingly.

The APEEE is developing and updating written Covid Procedures for each of its services. Those for the canteen and the transport are complete. All will be checked by the WG members of the Compliance & Risk assessment WG, the concerned working group coordinators and the HSS working group members.

APEEE periscolaires reimbursements - donations from parents

F. Tudini send the information on the reimbursements to the Board. Several parents (about 23) have asked to donate the money to the APEEE. Following options are proposed for the donated money:

1. Use it for periscolaires costs of next year"
2. Use it for the "social fund"
3. Use it for "a possible specific project may be related to COVID-19"

A vote is taken on the 3 described options. The result of the voting is:

1. Use it for periscolaires costs of next year" : 10 votes in favor
2. Use it for the "social fund" : 3 votes in favor
3. Use it for "a possible specific project may be related to COVID-19" : 2 votes in favor
4. 1 Board member abstained

Decision: the donated money will be used for periscolaires costs for next school year.

2. Chinese class: APEEE after school Chinese classes are given by a teacher provided by the Chinese embassy/Confucius programme, with a large part of her salary paid by the Chinese state Given the decision of the Board of Governors and the OSG to sever links with organs of the Chinese state, the Board discussed whether to continue with this teacher, even if she declares she will not take further payments from the embassy.

A replacement teacher will most likely be significantly more expensive, without these financial subsidies

Vote is held on whether the APEEE wants to continue the cooperation with the current Chinese teacher if she signs a self-declaration of not working through the Confucius pro- gramme.

Result of voting is: 2 Board members voted yes, 12 Board members voted no and 3 Board members abstained.

Decision: the cooperation with the current Chinese teacher will not be continued.

IIb Discussion points:

IIc Info points:

1. Working groups

- a) Budget working group: V. Aulehla informs about the meeting with budget & transport WG members which took place on 24/6/2020 and during which the follow points were decided:

Extra costs for bus companies for restarting the school bus service in June: bus companies have informed us about the extra costs which they had to make in order to restart the school bus service in June. This concerns cleaning costs, insurance costs and staff costs. The 3 APEEEs discussed this in a meeting on 16/6 and they all agree on the principle for the bus companies to invoice these costs related to the restart. For APEEE Bxl II Erwin has made a calculation based on information received from 7 bus companies. The calculation was shared with the working group members. The average cost is € 2895 euro per bus for 4 weeks.

These costs will be invoiced to the institutions in the normal manner.

The Parents Payeurs (Maternelle parents etc) will be invoiced the normal abonnement on a pro rata basis as this had already been communicated to them.

It is agreed that the transport department can inform the bus companies that they can invoice the extra costs of 2895,33 euro per bus for the month of June, and that the PMO & Institutions can be invoiced accordingly.

C.A. 22-9-2020

I Agenda points:

- 1. **Approval of agenda:** the agenda is approved by 13 votes (number of members present at that time).

- 2. **Approval of the Board Report 25/6/2020:** the Board Report had been approved prior to the Board meeting by Written Procedure (13 votes for, 4 votes against), as suggested by the Chair in an e-mail to the Board on 16/9/2020. Some Board members declared that they had not been aware of this and a discussion ensued. The topic of the 'functioning of the Board' arising from the action point of the 25/6 Board meeting for S. Goonetilake to prepare a document on this subject, , is postponed to the next meeting as



the document had not been circulated to the Board in advance therefore Board members had not had time to read and consider it. Sanjee Goonetilake wished to make a statement. As this statement was on the topic of the functioning of the Board, which is postponed to the next meeting and other Board members opposed or demanded the right to make counter statements, the chair requested the topic be dealt with at the next meeting in the scheduled agenda item.

II Discussion points:

1. Update on Evere/NATO site:

Chair reporting: At the most recent meeting of the Groupe de Suivi (GdS) on 12/10/2020 the Secretary General (SG) of the European Schools informed the GdS about the state of play. Immediately, the draft minutes of the last GdS meeting as presented by the SG became the subject of debate:

They stated that, as of next school year and upon the opening of the temporary site in Evere, there would be restricted admissions in the Secondary cycle of our school, except in the "unique" sections (FI, LT, SV, PT). This had never been mentioned before. When questioned by G. Houghton-Clarke, the SG explained that this must be a mistake.

They also stated that the LV language section would move to our school. At the actual GdS meeting, however, it was stipulated that the LV section would remain at EEB 1/Berkendael, and the Secondary cycle would eventually be located at EEB 1's main site. When questioned on this, again the SG explained that it was not, in fact, planned to open a LV section at EEB 2, the pupils would remain SWALS. The reason was that LV ONL teachers were at Woluwe.

Finally, the minutes withdrew the promise made by the SG to present a medium term plan for the student population evolution for all Brussels schools as a guideline for how best to use the new site.

The enrolment policies for the Evere site have still not been decided upon.

The Board took note and discussed many aspects of the Evere site with regard to our school.

Action Point: All Board Members to pass on relevant points, in particular regarding their language sections to the Vice-President for Pedagogical Affairs, T. Almeida

Action Point: Chair and VP pedagogical to coordinate the preparation of a written communication about the state of play for Evere to all parents, and to encourage school management to hold a "town hall" meeting on the issue for parents.

2. Report on SAC of 22/9/2020

B.B. Davidsson reporting. A number of new members took part in the SAC, not least the new Deputy Director for Primary and Maternelle, Mr Cregan. The Director presented her draft annual and multi-annual pedagogical school plans. The APEEE President requested more time to study the documents as they had only been sent out the previous day. The Director apologised for this and granted the request. Commenting on the plans, the Director pointed out that she had only very recently changed her priorities for the annual plan, adapting them to the ongoing crisis situation. Her two top priorities now lie with the health and safety of the school community and to guarantee the teaching of the curriculum at least to the required minimum standard. The pursuit of other priorities could be delayed, she added.

On the issue of the temporary site in Evere, the Director informed the SAC about her forthcoming meeting with the Regie des Batiments (RdB) and expressed her expectation that the site would be ready and usable for the next school year, in August 2021.

Regarding school infrastructure, the Director informed the SAC about her efforts to move towards a cash-less school, the erection, by the end of the year, of a permanent tent structure for pupils eating sandwiches and extracurricular usages. She also informed the SAC about the construction of two additional changing rooms in the sports hall and the addition of a pre-fab building to house the new and enlarged nurses' surgery, also to be finished within this year.

Davidsson presented on behalf of the Board a request to urgently create a Prevention and Protection Committee as it is a health & safety requirement under Belgian law.

3. Report on CEES (21.9.2020)

V.Auhlela and M Teutsch reporting. The Deputy Director for Secondary told the CEES that distant learning for the quarantined S7 cohort was going well, as was the distant teaching of classes in situ by quarantined teachers, even if there were further improvements needed. There had been a delay in the procurement of some hardware due to general high demand. Not all classrooms are fitted out yet but work is progressing.

At the same time, the Deputy Director stressed that he is not prepared to offer anything more to absent pupils than they would receive in normal cases of a justified absence. APEEE representatives pointed to the Secretary General's of the European Schools communication to parents at the beginning of the school year which promised more, and suggested the continued and systematic use of the Teams platform. Teachers' representatives and Deputy Director remained unconvinced, pointing to their heavy workload both pedagogically as well as administratively.

The issue of vulnerable families emerged as highly problematic one. School management seems unwilling to accept vulnerability beyond that of the actual

student. Vulnerable family members could not be taken into account other than on a case-by-case basis, the CEES was informed.

It was reported that the Deputy Director's suggestions about a form of hybrid teaching system where certain cycles/levels stay at home at receive distance teaching while others are taught in situ. As the DD admitted himself, these deliberations were in their early stages and needed more reflexion.

The president shared his impression that more work needed to be done to fully prepare for the challenges of this school year in terms of distance learning. He also informed the Board about recent contacts with various Belgian authorities as to what the information flow and the decision making process with regard to Covid measures are precisely. As there seems to be no full clarity, the four APEEE presidents of the Brussels schools have decided to contact the OSG and ask for guidance and possibly a framework for the EEBs, not least as the APEEEs themselves are also faced with information flow and decision making issues through their services.

Summing up the extensive discussion in the Board, the president suggested that there was consensus that the school needs a streaming facility for all, including students with vulnerable family members.

Action point: the CEES WG to take up and further discuss the various issues arising from distance teaching, hybrid models and vulnerability.

4. Class rep elections process

School management has informed the APEEE that its envisaged way of electing this year's reps by adding half an hour to the teacher-parents-info meeting on Teams as it would be done in situ, was not possible. An e-mail was sent to all Nursery & Primary class reps to organise the elections accordingly differently, either by e-mail or by organising a separate Teams or Zoom meeting.

Action point: to communicate similarly to the Secondary class reps, with section reps to follow-up and clarify in case of need.

5. Replacement CEP/M coordinator

A.Bisch, the CEPM coordinator has been absent from the Board for an extended period. A. Rogal volunteered to take over the role. **The board approved by acclamation.**

6. Request for the APEEE to help fund legal action taken by German parents from across the ES system to challenge the unfair national conversion table for the BAC results.

R.Repplinger-Hach introducing. Political level attempts have failed. Now legal option is being pursued. The case of the German parents has recently been highlighted and supported by the Commissioner in charge of the ES, Mr Hahn. Legal case is pursued on a pro-bono basis by parents who are lawyers qualified for the German system and based on Article 5 of the ES Convention which prohibits discrimination of ES graduates in national tertiary education systems. It is not only affecting German students but all ES graduates who wish to study in Germany. The parents pursuing the case are asking for a contribution of € 1000,-. The actions of the German parents have raised awareness at the OSG of the need to intervene and quality assure all national equivalence tables, hence this is a project which is benefiting all sections. Several board members believed that the APEEE should not get involved. However, the voting showed a majority to support the case and contribute the requested sum (11 yes, 2 no, 3 abstentions).

Rentree reports

7. Transport: M. Melleri reporting briefly on newly introduced COVID measures which shall be published on the APEEE website shortly, and referring to her document on the issue sent to the board several days before the Board meeting. She invited board members to study the document and contribute comments.
8. Canteen: B. Schmidbauer-Mogensen reporting. Canteens WG discussed correct approach to confirmed infection in canteen team, and possible alternatives of providing meals in case of a canteen closure. It was decided that parents should be consulted. Perhaps this could be integrated in the survey that the Comms WG is planning? Budget calculations have begun for various scenarios of closure, but because certain budget figures are not known yet it was decided that this has to be finalised in collaboration with the Budget WG. The question was raised as to how much of the canteen fees should be reimbursed to parents in case of closure, or students in quarantine (e.g. S7 cohort at the beginning of the school year).

Action point: Canteen WG to present the board with a proposal for different reimbursement scenarios (with expected budget impact) for vote by written procedure.

13 BYOD - a board member is needed to coordinate. S. Roda did express interest and was encouraged to pursue it, which she accepted with the proviso that other Board members remain active on the issue as well.

Action point: Deputy Director Secondary to be asked to share with the Board the school's document on BYOD in electronic form.

C.A. 15-10-2020

Agenda points:

1. Approval of the agenda: Agenda (see Annex 1) is approved including the request to briefly touch on the process concerning the document on the functioning of the Board which has been mailed by S. Goonetilake to the Board on Thursday 15-10-2020.

Vote is taken on the approval of the agenda: 13 Board members voted in favor of the agenda. **Decision:** agenda is approved.

Action point: upload the document on functioning of the Board on Sharepoint for comments. The point will be discussed in the next Board meeting, which will allow Board members to have the time to comment.

II Discussion points:

1. Proposal new approach Board minutes: F. Tudini mailed a proposal on the new approach for drafting and approval of the Board minutes to all Board members. The proposal (see Annex 2) is discussed and voted on. Point is raised about the need to ensure compliance of the working methods with the BE law.

Vote is taken on the proposal (see Annexe 2). 15 Board members voted, of which 14 voted in favor and 1 voted no. No abstentions.

Decision: proposal is approved.

2. BYOD (Bring your own device project): S. Roda reported on the state of play of preparation for the APEEE position towards the school consultation on the BYOD project. The draft final response had been shared with the Board and S. Roda thanked the Board for the comments provided. The proposal from the school project team is for an expensive laptop paid for by parents. Teacher access to the device to monitor what the student is doing during class and exams is requested by the school project team. It is unclear how the technical arrangements will be made as it seems the school would need to have administrator rights in order to be able to control/supervise the laptop while in class.

Certain Board members expressed that this cannot be accepted – either the device is a school owned and maintained device, to which pupils have access, but is for restricted school use only with school approved software or it is a pupil device over which the school has no control or access, but which meets certain minimum hardware and software requirements – paid for and owned by the parents. Concerns are also expressed about data privacy and protection of personal data, digital health (screen time, impact on sleep, etc.) and cost. Point is further made that the school is not equipped to run an IT help desk for pupils as it has only a limited IT department, therefore the first option is not considered feasible.

Proposal is made for A. Rogal, S. Roda and S. Roseiro to sit together and discuss further.



Action point: A. Rogal, S. Roda, S. Roseiro to discuss further the final response taking into account the discussion held at the Board and see how and whether to consult parents on the topic.

3. Annual general meeting

1. Financial report 2019-2020 + budget 2020-2021: V. Aulehla circulated a briefing note on the financial report 2019-2020 and the budget 2020-2021 to all Board members. The 2019-2020 profit and loss accounts show an actual profit of 536.360,83 €, while a loss of 83.358,62€ was budgeted 0 – this is due to lower costs than expected and in particular to the release of provisions in the transport area.. The budget 2020-2021 foresees a loss of 431.475,31€ due to the exceptional circumstances of Covid 19 measures. The budget is to be presented to the AGM and can be updated depending on the evolving situation. 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. It is agreed that reserves should not be allowed to drop below a minimum that covers these costs and allows for a financial cushion against unexpected shocks

Board members are requested to agree on the closing of the accounts for 2019-2020 as presented and to forward it to our auditors for their assessment before presenting it to the AGM for approval.

Vote: 16 Board members voted in favor of the closing of the 2019-2020 accounts and to present them to the AGM.

Decision: closing of the accounts for 2019-2020 are approved and can be forwarded to the auditors for their assessment before presenting it to the AGM for approval.

Board members are requested to agree provisionally on the draft budget 2020-2021 as presented and to update it if necessary considering not foreseeable developments by early December 2020 in order to present it to the AGM in time according to statutes.

Vote: 16 Board members voted in favor of the budget 2020-2021 (transport, Social Fund, Affaires Generales).

Decision: budget 2020-2021 is therefore approved and can be updated if necessary considering not foreseeable developments by early December 2020 in order to be present it to the AGM in time according the statutes.

- APEEE Membership fee 2020-2021: Proposal is made to keep the APEEE annual contribution fee at 50 euro as of September 2021, of which 5 euro will be allocated to the Social Fund.

The Board agrees to present to the AGM to set the annual contribution fee at 50 euros per family for the next financial year (5 euros per contribution paid to be assigned to the Social Fund).

Vote: 15 Board members present voted in favor.

Decision: APEEE membership fee 2021-2022 to be kept at 50 euro (of which 5 euro for social fund). This will be proposed to the General Assembly.

- **Draft agenda/speakers for G.A. 21/1/2021 at 19:00:** all Board members received a draft of the agenda for the AGM on 21/1/2021. Board members are asked to reflect on the guests they would like to invite, so that the necessary arrangements can be made. The point is raised on how to organise the next AGM which might be online. Possible speakers could be the Commissioner, the School Director, representatives of teachers or students or distance learning educational experts. Sufficient time should be given to the session of questions from parents. Students' and teachers' representatives could be invited as guests.
- **Number of vacant mandates:** at the moment there are 15 vacant mandates. If no other Board member with a 2 year mandate resigns then the vacant mandates will remain at 15.

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.

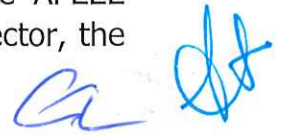
4. **Admin Board and HR:**

- Admin Board meeting took place on 24-9-2020. There's no report yet issued of the meeting. Question is asked on how information to parents can be given about the outcomes. It is proposed to send a summary of the discussion with the school management to parents. The best solution could be to have send out the official minutes prepared by the school but to be considered also how interesting can they be and how late they come. The WG communication should reflect on how to do it. R. Repplinger-Hach raises that we should inform all S7 about the school replies to questions on the BAC about latest developments.

Action point: President to check with M. Malik what information on the Admin Board can be shared with parents.

Action point: Communication working group to reflect about how to move forward on the communication to the parents on the content of the Admin Board meetings.

- **HR:** Information is given that it's necessary for the APEEE to have a person responsible for Communication. Therefore Bureau has decided to hire a communication person for the APEEE to be responsible for the APEEE communication and give administrative support to the APEEE Director, the



APEEE Administration and the Board. Endorsement is asked by the Board and support is given by the present Board members. Search will be launched as soon as possible.

Action point: A. Galle to launch search procedure and prepare job description.

III Report working groups

5. Transport: information is given that new seating arrangements for the school bus transport have been communicated to the parents and will be implemented as of Monday 19/10/2020. The action for greener bus transport is ongoing. At the moment only 4 morning buses have no bus supervisors. As of 3/11 this will be reduced to 2 morning buses. The APEEE continues its search for bus supervisors.

6. Canteen: information is given on the following:

- a. a contact tracing system for the secondary students eating in the canteen has been put in place. When a new Covid case is detected the school will inform the students eating the closest to the Covid+ student.
- b. The ceiling of the canteen will have to be replaced. This will be organized by the Regie des Batiments, however they are not yet ready with the procurement. Depending on the timing of the works it might have an impact on the canteen service. Project plan is requested from the school for this project.
- c. Windscreens will be ordered to protect the students from the open windows and doors when they eat at the canteen.
- d. Survey on the services to be organized, if possible during the week of 19/10.

7. Periscolaire: information is given on the following:

- a. Minutes of the last WG were circulated to the Board. It shows a decrease in registrations. We have kept all possible classes active.
- b. updated rules indoor for the sports activities have been communicated to parents. Adaptations will continue to be done depending on the rules issued by the BE authorities and the school.
- c. On 14/10 at 23:59 was the deadline for cancelling the registrations. 91 cancellations were done by parents on the last day. Now the APEEE has the final figures.
- d. It is possible that in the future if there are long lockdowns the APEEE will have to consider reimbursements for the lost classes. To be analyzed.

IV Info points:

8. Compliance update: information is given that the Covid measures for all services are published on the APEEE website. It's also decided that the Covid+ cases of APEEE staff members will be communicated to the school management to be included in the weekly communication of the school management to the parents.

C.A. 19-11-2020Agenda points:

1. Approval of the agenda: Agenda (see Annex 1) is approved including the request to briefly touch on Health & Safety under info points. The topic of what constitutes confidential information is to be covered under the point 3.

Vote is taken on the approval of the agenda: 15 Board members voted in favor of the agenda. **Decision:** agenda is approved.

II Presentation and approval of the Report of the "Commissaire aux comptes"

Ms Divers, financial auditor, informed the Board members about the annual audit she has performed (Rapport du commissaire aux comptes) on the APEEE accounts for the year 2019-2020. Ms Divers informs about the legal obligations the APEEE has as an "aisbl". All members of the Board have received the "rapport du commissaire aux comptes".

A discussion is held as to whether the profits and losses of each Service should continue to be retained in each department, as has been the practice for the past years, or should instead be aggregated at the level of the AISBL. It is agreed the latter approach would be more practical and better able the APEEE to utilise its financial resources as needed – especially important during these challenging times. As these departments are simply ways the APEEE chooses to organise itself internally, but are not separate legal structures, the question is asked to the auditor whether there would be any impediment to such a move. Ms Divers explains that the APEEE is free to decide how to allocate the surplus generated across its 5 departments, if there are no statutes governing this.

It is therefore agreed that for the financial year ended August 31, 2020, the net income of the APEEE will be allocated to the "general affairs" department, which represents the overhead function of the APEEE.

This modification will be submitted to the next General Assembly for approval.

Ms Divers informs about the application of the CSA to AISBL. Since January 1, 2020, AISBLs have been incorporated into the new Companies and Associations Code. From now on, ASBLs, AISBLs and foundations are also considered as companies.

The main consequences of this integration for AISBLs are:

- Adaptation of the statutes: object and purpose, bodies (alignment with the CSA on 01/01/2020;
- Possibility of electing domicile for an administrator at the AISBL headquarters;
- Large AISBLs are required to draw up a management report;
- The rules relating to the dissolution and liquidation of companies have been extended to associations;
- Invitation to the AGM 15 days in advance;
- Increased responsibility of Board members (rights and obligations, roles, responsibilities, etc.)
- Rules on conflicts of interest;
- Changes in the conditions of restructuring and transformation;

The changes to the APEEE statutes to apply with the new regulations are to be implemented by 1/1/2024 at the latest.

Discussion is held and following action points have been noted:

Action point: E. Van Dijck check the legal aspect on who can decide to change the evaluation rules.

Action point: Ms Divers and E. Van Dijck to propose a new evaluation rule, to allocate the profit not to the Fonds Affectés of the 5 departments, but for example to only one department.

Action point: Ms Divers to rephrase the report on page 14 on reimbursements to mention that out of a precautionary measure the APEEE decided in March 2020 not to reimburse to the parents the canteen and transport cost of the 3 weeks of non-delivered service.

Action point: Ms Divers to add the cost of terminating all the time limited employment contracts to the "passif social" (at present only Contracts Indeterminés are included) so that the "passif social totale" reflects the full expenses the APEEE would need to cover in the event of closure.

Question is asked whether the Belgian law stipulates that a point which is to be voted on needs to be put on the agenda of a Board meeting. Ms Divers replies that the Belgian law doesn't foresee nor oblige the AISBL to put points for voting on the agenda of a Board meeting. This can always be done on a voluntary bases as a good practice.

Question is asked why Ms Divers talks about losses for the next financial year in the report. Ms Divers replies that due to the continuity of the Covid situation and the fact that the canteen service is already again closed, losses are to be expected.

Ms Divers has been invited to the Annual General meeting on 21/1/2021 to answer possible questions from the parents.

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.

III Discussion points:

2. General Annual Meeting 21/1/2021:

- a. Organisation AGM on-line: information is giving that the current Covid situation only allows a small number of participants to be physically present at the meeting room at the Charlemagne center. Furthermore, the date of the AGM is 21/1/2021 which is the last day of a Strasbourg week. Therefore, it is proposed to organize the AGM online for example via ZOOM. Discussion is held.

Action point: S. Roseiro volunteers to look at the cons and pros of organizing the AGM fully online or partial online, and make a proposal to the Board.

- b. Resolutions for AGM: question is asked whether the Board wants to propose any resolutions at the AGM? In case amendments are 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.

Following resolutions are being proposed:

- Resolution on code of conduct to be added to the internal rules of procedure.
Action point: S. Roda and M. Teutsch to prepare a draft of the resolution for the Board.
- Resolution to add the process of written procedure to the statutes.
- Resolution to extend the number of seats with 2 extra Board members for Evere to be in place as of September 2021.
- S. Goonetilake proposes a resolution on the confidentiality agreement.

3. Functioning of the Board: all Board members received a copy of the functioning of the Board. Remarks were shared by Board members on the document. Question was asked whether the Board wants to accept or dismiss the report?

Vote was taking on the following:

1) Does the Board agree the report fairly and correctly describes the workings of the Board that it addresses.

Result: 4 yes and 13 no

2) does the Board accept the report?

Result: 3 yes and 14 no

4. Definition of confidentiality: S. Goonetilake informs that a definition on confidentiality is to be discussed and agreed. And whether a procedure can be established to define the process on how to remove the label of confidentiality of information one receives that is not covered by GDPR.

The President replied that typically when a document was confidential, it was indicated by the sender. In addition certain documents are automatically considered confidential; preparatory documents for the BoG (to which IP only has access on the basis that it commits to the OSG it will treat them as confidential) and certain documents for the school Admin Board. Furthermore email exchanges between Board members should be treated as the business of the Board, not to be shared with external parties - unless this is agreed to by all involved. It is agreed to schedule this topic on a future Board meeting agenda for further clarification, so it may be added to the Working Methods.

5. Survey results: survey results were mailed to the parents and are published on the APEEE website.

6. Working methods: F. Tudini updated the document with the working methods (V3) and send a copy to the Board. The proposed changes are discussed.

Action point: F. Tudini to send an updated version following the discussion to the Board for approval.

IV Report working groups

- 1) Transport: the school bus transport has resumed on Monday 16/11/2020. Parents were informed about the wearing of face masks on the bus by all students, so also maternelle & primary students. Seating plan for the morning buses and the buses at 15:30 has been put in place. A tracking system has also been put in place for to register the secondary students who take the bus at 16:20. The risk in the bus remains low when the following measures are followed:

- All pupils in the bus wear face masks
- Pupils sit per department
- An empty row of seats between every department

In case there are 2 + Covid cases in the same bubble on the bus this will be considered as a cluster. If there are 2 + Covid cases in the bus but in different bubbles then this is not considered as a cluster.

Action point: H.H. Nguyen, APEEE Prevention advisor, to confirm.

- 2) Canteen: canteen service is closed until Christmas. APEEE Laeken has also closed its canteen service. APEEE Uccle provides only food to the maternelle children. APEEE Ixelles is the only APEEE who provides lunch packs to the students. The other APEEEs do not share the view that this is permitted by the new regulations.

The school is responsible for the seating area for the students to eat their home-made lunch. Primary & maternelle children eat in their class. The school has informed that the secondary students who normally eat a warm meal in the canteen can go to the canteen and eat their home-made lunch there. The question is asked if this is possible with social distancing of 1,5m between each student and the classes, which reduces the canteen capacity to 190 secondary students.

Action point: R. Maggio to be raised with the school management.

Message on reimbursement policy has been sent to the parents this week. Message has been well received and parents in general appreciate the gesture of the APEEE for the different reimbursement options.

- 3) Periscolaire: On Friday 13/11 at 18:00 the APEEE received the information that the OIB Garderie has informed its parents that the children attending the OIB garderie can no longer attend the extra-curricular activities as of Monday

16/11/2020. This decision was taken without consulting or informing the APEEE. A letter signed by the 3 APEEEs (Laeken, Ixelles and Woluwe) has been mailed to the responsible of the OIB Garderie. Parents also reacted to the decision, and finally the OIB Garderie has reversed its decision and informed the parents on Tuesday night 17/11. Special thanks to the extra-curricular activities team for dealing with a very complicated situation on Monday and Tuesday, and for handling the organisation in the best possible way.

C.A. 9-12-2020

Agenda points:

Approval of the agenda: Agenda (see Annex 1) is presented and proposals are made to include 3 additional points: another Board meeting before the GA; report on the BYOD project; letter from Ixelles APEEE Treasures on the management of the bank account for the student committee, all under the point 3.

Vote is taken on the approval of the revised agenda: 13 Board members voted in favor. **Decision:** agenda is approved.

Discussion points and/or vote

1. General Annual Meeting: 21/1/2021

a. Agenda & standard resolutions AGM

Discussion is held if the GA should be organized totally online or in a hybrid way. Pros and cons of both options are discussed, including the possibility that only members of the Board who are foreseen to intervene are gathered in a meeting room. Consensus is finally reached on having the GA held fully online. The ballots will be sent out electronically.

Action point: A. Galle to take steps to organize the GA online

- b. The Chair lists the standard resolutions which will be presented to the GA for vote. For the external speakers, it is proposed to invite a European Commission staff of DG EAC to intervene on hybrid teaching and Mr Munkasci (Head of Pedagogical Unit of the OSGE) to speak in particular on the Distance teaching and learning policy. Discussion is held on the possibility for the school management to take the floor given the time constraints and the already foreseen meeting on Evere which will be organized in January. The Board agree that parents might be interested in asking questions to the directors and also that it could be interesting for the directors to listen to the speakers. Decision is taken that the two speakers will be given a total slot of 15' for their interventions and 30' will be left for the Q&A sessions where questions can be asked to them and to the director. Parents will be invited to send questions (of any type) in advance to facilitate the work

Action point: M. Teutsch and V. Aulehla to contact the speakers. G. HOUGHTON-CLARKE to contact Mrs Malik



The dates of the first new board meetings are discussed. Consensus is reached on the following: introductory meeting for the newcomers will be on Wednesday 27 January. The first official Board meeting will be on 3rd February.

c. Approval of the Report of the "Commissaire aux comptes"

All outstanding questions in relation to the report of the Auditor, Mme Divers, have been clarified and a final text is submitted for approval.

Vote is taken to approve the rapport du commissaire as well as the BNB scheme of the annual accounts of the annual accounts of the APEEE at 31/08/2020.

Vote: 11 yes – 2 abstains **Decision:** the report is approved.

d. Other resolutions for AGM

The proposal for a Resolutions is tabled in order to expand the number of Board mandates from the current 22 (18 sectoral and 4 free mandates) to 25 (18 plus 7) to ease the work of the Board in view of the additional efforts foreseeable for the set up of Evere. Discussion is held on the length of the free mandates and also on how to integrate the parents of Evere, who will arrive in the system as from September 2021, in the Board. The majority of the members express their preference for increasing the number to 25 mandates. As to the length of the free mandates (1 or 2 years) several points are raised, including the need to comply with the statute provision which requires a renewal of one third of the board each year. Members expressed their ideas in the chat. As to the integration of the Evere parents, it is suggested that a WG is created and that the class representative of Evere are invited to participate in the WGs Services and in the Board as from September 2021 without voting rights

Action point: F. TUDINI to analyse the proposals done in the chat about the length of the free mandates and refer to the Board in view of a decision to be taken. Proposal is done on a Resolution to include in the Statute a provision which allow the Board to take decisions via written procedure. Written procedures are not regulated by the Belgian code for the AISBL and can be used if foreseen in the Statute. Decisions can also be taken via written procedures if the Statute does not mention it but only if approved at unanimity, according to the opinion received by the APEEE lawyer. Given the amount of decisions that the Board has to take in between monthly meetings are organised, the Chair stressed that the only way to ensure that the Board can efficiently work is to allow it to use also written procedures to take decisions, unless it delegates decision making to individuals, groups or functions within the APEEE.

Vote is taken: "Does the board agree to propose a statute change to the GA that empowers the board to take decisions by written procedure on a majority basis?"

Vote 14 yes – 1 abstain - **Decision:** proposal is approved.

Action point: G. HOUGHTON-CLARKE to fine tune the proposal and consult the Board in view of the preparation of a Resolution for the next GA

7. Board Governance

- Legal update on voting by written procedure in Belgium

This point was threatened above when discussing the proposal for the Resolution on the written procedures

Delegation of powers to Bureau (vote)

The Chair explains that until the resolution on the written procedure is approved at the GA, the Board must find mechanisms to work without having to convoke a meeting for every decision that must be taken. By law, the Board can delegate powers to the Chair take decisions, another administrator or person. The Board also gives a mandate to the WGs to take decisions within the limit of their mandate. When these decisions are of a certain importance, the Board is asked to take the final decision. Certain decisions fall in grey areas where there is no mandate and can be taken only by the Board but it is not possible to convoke the Board every day or week. According to the lawyer, the solution is the delegation of power to an individual or a group of individuals. The proposed mechanism is to delegate the decision power to the Bureau for a temporary period, until the next GA, leaving the right to the Board to revoke the delegation if it deems it necessary. Questions are asked on the limits to the delegation.

The democratic deficit can be overcome by consulting the Board via a non-binding opinion.

Vote is taken: does the Board agree on the following "The Board delegates powers to the Bureau to make decisions on behalf of the board, on the basis of the Bureau consulting the Board via a vote. This power will expire at the AGM on 21 January or whenever the Board votes to revoke it. This power is to be used only for decision that are taken outside Board meetings or are not already covered by powers delegated to WGs".

Vote: 13 yes, 1 no, 2 abstain **Decision:** the proposal is approved.

- Working methods update - confirmation of guidance non-binding rules (vote)

Discussion about whether the internal working arrangements should be reinforced in their legal value. It is repeated that they are only guidelines to help the Board working efficiently but have no legal value. Board is asked to confirm the understanding that the guidance provided by the Working method document is not binding.

Vote: 12 yes

F. Tudini asks to vote on the revised version of the Working method document which has been modified based on the comments received at the last Board meeting and with an additional paragraph suggested immediately before this meeting by the lawyer in order to introduce a mechanism to insert a dissenting opinion in the Board minutes.

Vote is taken: Does the Board agree to approve the revised Working Methods document?

Vote: 12 yes, 2 abstain **Decision:** the new version (number 3) is approved

Action point: F. TUDINI to circulate the new version of the document.

- Board confirmation of all written procedure decisions taken by this Board (vote)

Vote is taken to confirm the written procedures adopted by the Board in 2020 (the list had been circulated prior to the meeting)

Vote: 13 yes, 1 abstain **Decision:** the decisions taken via written procedures in the 2020 are confirmed.

8. Pre-Xmas arrangements for schooling

S4 has to be in situ 21 and 22 Dec for B-tests. For many families hoping to meet family members at Christmas this means they will not be able to travel to their home countries, which has caused many complaints. From a pedagogical point of view, the usefulness of this arrangement could also be questioned since extra tests in January will need to be prepared by teachers for the absent students. At the CEES, the deputy director already said that there will be no change. Other families complained about distance learning after the Christmas holidays, which aims to allow families respect obligatory quarantine period on their return.

In EEB2, Pre-Bac originally planned to begin on 18/1 has recently been postponed to begin on 25/1. After online teaching had been announced for 07/01 to 15/01 the new date now resulted in 1 week compulsory in situ before the Prebac. From the health point of view, this creates risks of quarantine which will impede to the pupils to do their prebac in situ. The deputy director said that the decision was difficult. Students think that online teaching has negative impacts and want to be at school before the pre-bac. Parents preferred classes online to avoid covid cases before the tests. The school is reflecting on compromise solution. Discussions are also ongoing with the other school directors.

The Board agree that no statement about the extension of school closure to 18 January is necessary.

Action point: S. KALMAN to send a mail to Mrs Malik pointing to the two issues plus further issue on online streaming of classes and too narrow approach to vulnerable kids. A. ROGAL to check via IP whether other schools have similar test periods / in situ compulsory during the last two days before the Christmas break.

Postpone of second screen event – answer to the email

Info points

- Internal social fund rules

V. AULEHLA has prepared a proposal for the revision of the rules. It is proposed that there are voted in the meeting of January

Action point: V. AULEHLA to circulate the proposal to the Board

- AOB



BYOD: S. RODA reported on the two last meetings with the school (25 November and 9 December), referring also to the written report sent to the Board ahead of the Board meeting. The APEEE was introduced to 3 entities who could offer the devices, provide maintenance services, insurance and replace devices, which can be important as the laptop will be required from S5 until BAC for mathematics and physics. The School and teachers would like pupils to have similar devices to facilitate support during a class and by the School ICT staff, and to avoid discrepancies between the operating systems (e.g., moment of updates and precise software). Nonetheless, the application can run in any device. Two proposals are interesting for maintenance, price and robust compliance with data protection rules. The School director will be receiving the contracts from each entity, analyse those with the help of the School DPO and will also seek the opinion of the APEEE on those contracts. The School will be considering on the possibility of entering into a partnership contract with the chosen ICT. There will be a website where parents can buy the device. Data protection will be guaranteed.

Action point: S. RODA to update the draft BYOD survey considering the new information received from today's meeting with the School and revert to the Board for approval. The survey should ask parents whether they are interested in having standardised devices, to rent or buy, which are their concerns. [Note: the draft survey is ready for Board's approval here.]

Code of conduct: M. TEUTSCH will put the first draft in sharepoint for comments. it needs to be sent out on 19 Dec for the acceptance at the AGM. A request of clarification is asked about which kind of disciplinary proceeding can be foreseen for the break of code of conduct (from written warning to more serious procedures).

Action point: M. TEUTSCH to share the draft of the Code of conduct

C.A. 11-1-2021

Introduction:

G. Houghton Clarke introduces new staff member of APEEE Clémence Eugene who is going to be the communication officer for the APEEE. C. Eugene will also be taken the minutes of the Board meetings as of now.

I. Agenda points:

7. Approval of the agenda: Agenda is approved.

Vote is taken on the approval of the agenda: 14 board members voted in favor of the agenda

Decision: agenda is approved.

II. Discussion points and vote:

4) General Annual Meeting of 21/1/2021

a. Voting system

After consideration of different solutions regarding the voting system and the managing of the proxies, the company OneTec is considered a solid offer. After a meeting with the OneTec and members of the Electoral office (F. Tudini, B. Schmidbauer-Mogensen, A. Rogal, G. Houghton-Clark) an explanation of the system is given to the rest of the Board. The choice of OneTec is

voted on. A. Rogal advises to suggest to the class reps to vote via their mobile phone and follow the AGM on their laptop/computer.

Concerns were brought up by members regarding issues that could occur; such as the adaptation of questions on the spot and the counting of the votes.

Vote is taken on the choice to continue with OneTec as the company in charge of the voting system. 13 Board members voted in favor. No abstentions.

Decision: OneTec will be assigned to be in charge of the voting system at the AGM on 21/1/2021

b. Guests: discussion is held on who could be invited to the AGM to be part of the panel and/or give a presentation on Distance Learning.

Two external guests are proposed to intervene during the AGM for +/- 20 mins:

- Hannah Grainger-Clemson, European Commission, DG EAC (M. Teutsch and S. Kalman's colleague)
- L.Munkácsy Head of Unit of the Pedagogical Development Unit, Office of the Secretary General of the European Schools (OSGES). (

Ms K. Malik is proposed to be part of the panel together with H. Grainger-Clemson and L. Munkácsy to reply to questions.

Action point: M. Teutsch, S. Kalman and V. Aulehla to finalize the topics to be given to the speakers and propose to the Board.

c. Interpretation at the AGM

A. Galle informs that as every year an interpretation team has been organized to interpretate at the AGM (EN/FR and FR/EN). However, after contact with the European Commission it has been confirmed that no interpretation is possible via ZOOM from within the interpretation booths at the conference room at the Charlemagne Center. Furthermore, there's a curfew still in place at 22:00 in Brussels. The interpreters prefer not to work from home as they fear the quality will not be up to standards.

Discussion regarding the necessity of interpretation is brought up, as EEB1 (Uccle/Laeken) have not provided this service at their AGM. B. Schmidbauer-Mogensen suggests generated subtitles and/or transcription of the AGM through ZOOM functionality. F. Pelister will look into the matter and report back.

A Rogal talks about an app *Interprefy*, used by OSGES , as a possibility and will look into it and report back.

Action points: F. Pelister will look into the subtitles/transcription of the AGM.

A.Rogal will look into the app *Interprefy*.

d. Who will present what at the AGM

A.Galle will send the presentation PowerPoint to every Board member. The running order is discussed, and it is suggested to keep the presentation to the highlights to avoid too much time. Members will speak on different matters:

- Procedural steps - voting
- Resolutions (3 presented: increase in number of Board members, written procedure for voting, code of conduct)
- Annual Report:
- Distance learning: Presentations from external speakers followed by panel discussion
- Q&A with school directors
: V. Aulehla, M. Teutsch, S. Kalman (covered during the panel)

In order to manage the different questions, parents were asked in the AGM invitation to send their questions for the AGM well ahead to the APEEE secretariat. B. Schmidbauer-Mogensen confirms she will look into the different topics that could be brought up during the AGM.

Action point: The amount of time to be spent on the Annual report is discussed. It is agreed that as this represents the work of the APEEE it is important to cover but without taking up too much time. A number of key topics are identified as being important:

- Covid measures taken and the challenge of ensuring the APEEE is fully compliant with the rapidly changing regulations
- APEEE Services
- Distance learning
- BYOD
- Secondary Report
- Primary report

e. Contribution fee – class reps

As of Monday 11th 2021, approximately 87 class reps had not paid their contribution fee. F. Pelister sent a reminder to the class reps last Friday. B. Schmidbauer-Mogensen adds that due to the non-delivered services in November and December more parents have not yet paid the APEEE bill because they are awaiting a credit note – which explains the high number (87). An update will be given through the week.

5) Extraordinary General Annual Meeting (EGM)

On the evening of the 22nd December, a petition of 72 class representatives requesting an EGM to discuss two resolutions was sent to the C.A. As their request was sent too late during the month of December (22nd), the APEEE was not able to plan accordingly. The APEEE had no time to consider the legitimacy of the request (valid signatories) and plan accordingly. Furthermore, such an event would have required the Board to meet during Christmas and for Board members and staff to be recalled from vacation. In addition, the APEEE was already fully occupied with the planning for the forthcoming Annual General Meeting of the APEEE on 21 January; key decisions around the electronic voting system and the necessary operational arrangements were to be finalised at the Board meeting on 11 January. The Board agreed that an explanatory email should be sent to parents in this regard.

The class representatives petition requested the Board to organize an EGM on 14th January and brought up two resolutions.

- Commitment to transparency

- Reverse the decision of the board regarding email accounts of S. Goonetilake and A. Yavorska

In the statutes it is mentioned that an EGM can only be organized by the APEEE Board which would invalidate their meeting on the 14th January as an EGM which can only be considered as a normal parents' meeting.

The Board discusses the possibility to bring up the matters during the AGM in order to bring to the parents' attention the issues. Members express that new agenda points must be communicated 2 weeks in advance, therefore the practice would not respect the statutes. G. Houghton-Clarke informs he has received advice from the lawyers on this and shares the advice with the Board.

3 solutions were proposed to move forward:

- Bring the matter up during the AGM on 21/1/2021;
- Postpone the AGM in order to draft a new agenda;
- Organize an EGM after the AGM

Members reiterate their wish to talk about the issues (resolutions) at the AGM as they concern the parents and their future votes. Parents are indeed able to propose resolutions at the GA also on the spot.

The matter will be brought up during the AGM, but in order to give enough time to the matter, the agenda would have to be amended. Members agree to remove the distance learning presentation and Q&A, and arrange this as a separate conference .

Board members agree to send out a reply to the class representatives declaring that the meeting on Thursday 14th is not an official APEEE meeting and make available a time slot will be available for the discussion of the resolutions during AGM. The Board also agreed on a date for the EGM for 4 February 2020.

[Note: After the Board meeting a discussion among the Board members was held by email concerning the unfeasibility of the proposed date. The new elected Board will only start its functions on 4 February and for this reason a new date will need to be agreed upon by the new Board.]

Action points: G. Houghton-Clarke will prepare a reply to be send to the class reps tomorrow 12/1 concerning their request to organize an EGM on 14/1 and propose to give them a time slot at the AGM on 21/1/2021 to discuss, as well as a message to all the class reps to inform that the meeting on 14/1 is not an official EGM organized by the APEEE.

6) Canteen & cafeteria reopening or not as of 18/1/2021

B. Schmidbauer-Mogensen reported on the CSH meeting held with K. Malik and T. Van De Capelle on Monday morning 11/1. During this meeting the reopening of the canteen and cafeteria were on the agenda.

Ms Malik informed at the CSH meeting that due to the lack of space in the Salle Polyvalente exams will be held in the canteen's refectory, cancelling the lunch services during 2 weeks (as of 25th January).

A. Galle mentions that the cost of opening the Cafeteria needs to be weighed as it could cost more to open since only half of the secondary would be present in code red.

G Houghton-Clarke had raised with the Directors the strong negative impact that school closure/partial opening has on the finances of the APEEE and requested support from the school in raising this issue in the forthcoming CA. The Directors confirmed they understood the risk to the APEEEs financial stability arising from being unable to provide its services and would support this issue being addressed in the CA – it being in the interest of the entire school community to have a financially stable APEEE.

Information is given that Ms K. Malik meets with the other 3 Directors of the European Schools on Monday morning at 11:00 to discuss whether a common approach could be taken. She will also raise the impact on APEEE finances. B. Schmidbauer-Mogensen will contact Ms Malik to discuss whether the 4 schools have taken a common approach or not for the services as of 18/1/2021.

Action point: B. Schmidbauer-Mogensen to contact K. Malik and report back to the Board.

7) SAC Meeting 15/1/2021

After discussion between members, the topics that will be mentioned during the SAC meeting on 15/1/2021 are:

- Update on Carnival holidays and return quarantining for the travelers
- overheating in primary building
- Evere
- Distance learning
- Vulnerable pupils
- Covid measures (pending health measures)

Action Points: G. Houghton-Clarke will send the topic list for the SAC meeting to the school.

III. Info points

- Bureau meeting of 21/12/2020 and of 7/1/2021 :

Information is given that the Bureau, having consulted the Board via a written consultation, agreed unanimously at their meeting to adopt the APEEE Annual Report, as presented to the Board by the APEEE Secretariat. This decision is enabled by the vote of the APEEE Board at its meeting of 9 December to delegate such decision-making power to the Bureau, following a consultative vote of the Board

Information is given that the Bureau has employed C. Eugene as Communication Officer for the APEEE as of 11/1/2021.

Special thanks are given to F. Pelister for his dedication and tremendous work he has been doing over the past year. The members of the Bureau and Board appreciate very much his involvement and his commitment to the APEEE.

Annual General meeting 21/1/2021

Résolutions votées au vote de l'Assemblée Générale Ordinaire de l'Association des parents d'Elèves Bxl II – Woluwe le 21 janvier 2021

Resolutions approved at the Annual General Meeting of the Parents' Association Bxl II - Woluwe on 21 January 2021

L'Assemblée Générale approuve à majorité l'ordre du jour révisé.

The General Assembly approves by majority the revised agenda.

1.	<u>Résolution votée et approuvée à 81,19% majorité – 13,86% non – 4,95% abstention</u> L'ASSEMBLÉE GÉNÉRALE nomme comme scrutateurs: M. Andreas Rogal, M. Michael Teutsch, Mme Bettina Schmidbauer-Mogensen, Mme Francesca Tudini le dernier étant Présidente du Bureau électoral, et fixe <u>à 15</u> le nombre de « croix » maximum par bulletins.	<u>Resolution voted and approved by 81,19% majority – 13,86% no – 4,95% abstention</u> The GENERAL MEETING names as tellers: Mr Andreas Rogal, Mr Michael Teutsch, Ms Bettina Schmidbauer-Mogensen, Ms Francesca Tudini, the last being President of the electoral Office, and fixes <u>at 15</u> the maximum number of "crosses" per ballot paper.
2.	<u>Résolution votée et approuvée à 78,91% majorité – 13,28% non – 7,81% abstention</u> Statuts de l'APEEE: proposition de révision Article 13.1 Procédure générale: A. L'association est gérée par le Conseil d'Administration de l'APEEE. Le Conseil est composé d'un minimum de 11 membres et d'un maximum de 25 membres . Les membres du Conseil d'Administration sont élus par l'Assemblée Générale.	<u>Resolution voted and approved by 78,91% majority – 13,28% no – 7,81% abstention</u> APEEE statutes: proposal for revision Article 13.1 general procedure: A. The Association is administrated by the Administrative Board of the APEEE. The Board is composed of a minimum of 11 and a maximum of 25 members . The members of the Board are elected by the General Meeting.
3.	<u>Résolution votée mais pas approuvée, car une approbation par le quorum de 2/3 de membres effectifs présents ou représentés pour pouvoir apporter une modification aux statuts n'a pas été atteint. 57,11% oui – 31,73% non – 11,16% abstention</u> Statuts de l'APEEE : proposition d'ajout à Article	<u>Resolution voted but not approved on because the approval by the quorum of 2/3 of the full members present or represented in order to make a change to the statutes was not reached. 57,11% yes – 31,73% no – 11,16% abstention</u> APEEE statutes: proposal for addition to Article

15. Les décisions peuvent être prises en dehors d'une réunion par une procédure écrite. Dans ce cas, une proposition de décision est communiquée à chaque membre du Conseil d'Administration sous forme écrite par voie numérique ou physique. Les membres sont invités à voter à une date et une heure données en utilisant les mêmes moyens. La décision est adoptée si, dans le délai imparti, au moins la moitié des membres plus un a voté et que la majorité des votants est en faveur. En cas de parité des voix, le président a la voix prépondérante.	15. Decisions can be taken outside a meeting through a written procedure. In this case a proposition for a decision shall be communicated to each member of the Administrative Board in a written form through digital or physical channels. Members shall be invited to cast their vote by a given date and time using the same means. The decision is adopted if, by the given time, at least half of the members plus one has voted and a majority of those voting is in favour. In the case of parity of the votes, the Chairperson shall have the casting vote.
4. <u>Résolution votée et approuvée à 62,72% majorité – 28,72% non – 8,56% abstention</u> Règlement intérieur: proposition de révision du deuxième paragraphe de l'Article 15. Le Conseil d'Administration décide de la création de Groupes de Travail et en fixe la composition. Le Conseil d'Administration adopte des lignes directrices pour donner des orientations à ces groupes de travail ou à ces représentants dans les organes officiels, et établi le Code de Bonne Conduite que tous les membres du Conseil d'Administration s'engagent à signer et respecter.	<u>Resolution voted and approved by 62,72% majority – 28,72% no – 8,56% abstention</u> Rules of procedure: proposal for revision of 2nd paragraph of Article 15: The Administrative Board may decide to set up working parties and establish their composition. The Administrative Board shall adopt guidelines for these working parties or for its representatives on official bodies, and establishes the Code of Conduct that all members of the Administrative Board undertake to sign and respect.
5. <u>Résolution votée et approuvée à 81,9% majorité – 10,74% non – 7,36% abstention</u> L'ASSEMBLÉE GÉNÉRALE approuve les comptes annuels 2019-2020 qui lui sont présentés et l'affectation des résultats qui y est incluse.	<u>Resolution voted and approved by 81,9% majority – 10,74% no – 7,36% abstention</u> The GENERAL MEETING approves the 2019-2020 annual accounts presented to it and the allocation of results included therein.
6. <u>Résolution votée et approuvée à 83,89% majorité – 9,42% non – 6,69% abstention</u> L'ASSEMBLÉE GÉNÉRALE approuve le projet de budget 2020-2021 qui lui a été présenté et fixe la cotisation à 50 euros par an et par famille pour la prochaine année financière (5 euros par cotisation	<u>Resolution voted and approved by 83,89% majority – 9,42% no – 6,69% abstention</u> The GENERAL MEETING approves the draft budget 2020-2021 presented to it and sets the annual contribution at 50 euros per family for the next financial year (5 euros per contribution paid

	payée étant affectés au Fonds social).	is assigned to the social Fund).
7.	<u>Résolution votée et approuvée à 80,6% majorité – 8,06% non – 11,34% abstention</u> L'ASSEMBLÉE GÉNÉRALE donne décharge au Commissaire pour son mandat concernant l'exercice comptable écoulé.	<u>Resolution voted and approved by 80,6% majority – 8,06% no – 11,34% abstention</u> The GENERAL MEETING gives full discharge to the Auditor for his mandate on the past financial year.
8.	<u>Résolution votée et approuvée à 86,25% majorité – 5,95% non – 7,81% abstention</u> L'ASSEMBLÉE GÉNÉRALE approuve le rapport d'activité pour l'année 2019-2020.	<u>Resolution voted and approved by 86,25% majority – 5,95% no – 7,81% abstention</u> The GENERAL MEETING approves the activity report for the year 2019-2020.
9.	<u>Résolution votée et approuvée à 80,75% majorité – 10,57% non – 8,68% abstention</u> L'ASSEMBLÉE GÉNÉRALE donne décharge de sa gestion au Conseil d'Administration sortant pour l'exercice 2019-2020.	<u>Resolution voted and approved by 80,75% majority – 10,57% no – 8,68% abstention</u> The GENERAL MEETING gives full discharge to the Administrative Board for 2019-2020.
10.	<u>Résolution votée et approuvée à 88,67% majorité – 6,25% non – 5,08% abstention</u> L'ASSEMBLÉE GÉNÉRALE proclame élu le nouveau Conseil d'Administration, au vu du rapport du Président du Bureau électoral.	<u>Resolution voted and approved by 88,67% majority – 6,25% no – 5,08% abstention</u> The GENERAL MEETING proclaims elected the new Administrative Board, according to the report of the President of the electoral Office.

APEEE DECISIONS BOARD VIA WRITTEN PROCEDURE 2020

Written procedure 1 (25/8/2020): request for vote related to the APEEE Transport services: 5% price increase cost transport with either 2 year contract or 1 year contract.

Votes: 18 Board members voted

YES 5% increase & 2 years contract : 8 Votes

Yes 5% increase & 1 year contract : 9 Votes

YES 5% increase & Abstain for the duration of contract : 1 Vote

Decision: bus companies will be offered a 5% price increase and 1 year contract for the school year 2020-2021.

Written procedure 2 (1-9-2020): text on information transport for parents for new school year 2020-2021. Text proposed by M. Melleri.

Votes: 14 Board members voted

13 voted yes

1 voted no

Decision: text is approved and can be mailed to the parents.

Written procedure 3 (1-9-2020): information text for parents on canteen service for the school year 2020-2021. Text proposed by B. Schmidbauer-Mogensen

Votes: 16 Board members voted

14 voted yes

2 voted no

Decision: text is approved and can be mailed to the parents.

Written procedure 4 (16-9-2019): approval of the report of the Board meeting of 25/6/2020

Votes: 17 Board members voted

13 voted yes

4 voted no

Decision: Board report of 25/6/2020 Board meeting is approved.

Written procedure 5 (24-9-2020): Amount of reimbursement canteen cost to parents in case of quarantine of their children due to Covid.

Votes: 19 Board members voted

100%: 3 voted yes

75%: 4 voted yes

Only foodcost: 12 voted yes

Decision: reimbursement for the foodcost is approved

Written procedure 6 (6-10-2020): approval for survey on the impact of Covid measures on education. Text proposed by G. Houghton-Clarke.

Votes: 15 Board members voted

Yes: 11 voted

No: 3 votes

Abstain: 1 vote

Decision: survey is approved.

Written procedure 7 (8-10-2020): approval message to parents concerning the new Evere school. Message prepared by T. Almeida

Votes: 15 Board members voted

Yes: 14 voted



No: 0 votes

Abstain: 1 vote

Decision: message is approved.

Written procedure 8 (8-10-2020): approval text survey concerning the new Evere school. Message prepared by T. Almeida

Votes: 14 Board members voted

Yes: 14 voted

No: 0 votes

Abstain: 0 votes

Decision: text survey on Evere school is approved.

Written procedure 9 (13-10-2020): APEEE Communication of Survey results Evere to parents and invitation to video conference on Evere with school director. Text proposed by G. Houghton-Clarke

Votes: 16 Board members voted

Yes: 16 voted

No: 0 votes

Abstain: 0 vot

Decision: Communication of survey results to parents and invitation to video conference on Evere with School Director is approved.

Written procedure 10 (22-10-2020): text survey on Covid measures on teaching & services. Text proposed by N. Karpenko

Votes: 14 Board members voted

Yes: 14 voted

No: 0 votes

Abstain: 0 votes

Decision: survey is approved

Written procedure 11 (23-10-2020): Communication to parents on the BoG meeting regarding the Evere site. Text proposed by T. Almeida

Votes: 14 Board members voted

Yes: 14 voted

No: 0 votes

Abstain: 0 votes

Decision: is approved

Written procedure 12 (4-11-2020): Report of the Board meeting of 22/9/2020.

Votes: 19 Board members voted

Yes: 15 voted



No: 2 votes

Abstain: 2 votes

Decision: Board report of 22/9/2020 Board meeting is approved

Written procedure 13 (18-11-2020): Report of the Board meeting of 15/10/2020.

Votes: 16 Board members voted

Yes: 15 voted

No: 1 vote

Abstain: 0 votes

Decision: Board report of Board meeting of 15/10/2020 is approved

Written procedure 14 (25-11-2020): Report of the Extraordinary Board meeting of 4/11/2020.

Votes: 13 Board members voted

Yes: 13 voted

No: 0 votes

Abstain: 0 votes

Decision: report of the Extra-ordinary Board meeting of 4/11/2020 is approved

Written procedure 15 (30-11-2020): approval for communication on the Evere site. Text proposed by N. Karpenko on behalf of NTF

Votes: 17 Board members voted

Yes: 17 voted

No: 0 votes

Abstain: 0 votes

Decision: communication is approved

Written procedure 16 (3-12-2020): updated budget APEEE 2020-2021.

Proposed by V. Aulehla

Votes: 15 Board members voted

Yes: 15 voted

No: 0 votes

Abstain: 0 votes

Decision: updated budget 2020-2021 is approved

Written procedure 17 (16-12-2020): approval Board report of Board meeting of 19/11/2020

Votes: 12 Board members voted

Yes: 11 voted



No: 0 votes

Abstain: 1 vote

Decision: Board report of Board meeting of 19/11/2020 is approved.

Written procedure 18 (18-12-2020): Approval agenda and resolutions for AGM of 21/1/2021

Votes: 16 Board members voted

Yes: 14 voted

No: 2 votes

Abstain: 0 votes

Decision: agenda and resolutions for AGM of 21/1/2021 are approved.

Written procedure 19 (7-1-2021): approval annual report for presentation at AGM on 21/1/2021

Votes: 16 Board members voted

Yes: 13 voted

No: 3 votes

Abstain: 0 votes

Decision: annual report for presentation at AGM on 21/1/2021 is approved.

Written procedure 20 (20-1-2021): approval of Board report of Board meeting of 11/1/2021

Votes: 17 Board members voted

Yes: 16 voted

No: 0 votes

Abstain: 1 vote

Decision: Board report of Board meeting of 11/1/2021 is approved.

Written procedure 21 (20-1-2021): approval of Board report of Board meeting of 9-12-2021

Votes: 16 Board members voted

Yes: 15 voted

No: 0 votes

Abstain: 1 vote

Decision: Board report of Board meeting of 9-12-2020 is approved.

