

APEEE BXL II – WOLUWE
RESOLUTIONS VOTEES & DECISIONS APPROUVEES
PAR LE CONSEIL D'ADMINISTRATION 2022
(période du 15-2-2022 jusqu'à 31-1-2023 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. 15-2-2022

The documents - on the Board structure and the proposal of the dates of Board meetings were sent to Board members prior to the meeting.

Information School's Administrative Board (CA) meeting was held on 01/02/2022. The meeting was chaired by Secretary-General A. Beckmann. The APEEE was represented by G. Houghton-Clarke and B. Davidsson. The official report is prepared by school's administration.

I. Agenda Points

1. Approval of the agenda

The Board discussed the chronology of the agenda. It was suggested and agreed to have a short introduction by outgoing president Giles Houghton-Clarke, before leaving the meeting, on school's draft Annual Activity Report 2021 and on the upcoming Whole School Inspection, and that these items are to be discussed once the board has elected the new President.

The Board votes on the agenda: 21 yes 92% - 1 no 4% - 1 abstain 4%.

Eleonora Apponi Battini: yes	Nicolas Lacroix:
Monika Barabasz-Lopes: yes	Bruno Laranjeira: yes
Christian Bondeson-Eggert: yes	Roberta Maggio: yes
Alexander Cornford: yes	Mario Mariniello: yes
Bengt Davidsson: yes	Gaspar Molnar: yes
Catarina Duarte Gomes: yes	Wolfgang Munch: yes
Pim Gesquiere: yes	Gisela Santos: yes
Andrea Grgic: yes	Johanna Schulyok: yes
Sebastian Guerrero: yes	Kevin Smith: yes
Ursula Honich: abstain	Giacomo Marco Somma: yes
Maija Knutti: no	Ulrike Storost: yes
Monika Szulyovszky: yes	David Zelinger: yes

The agenda is approved by 92%.



2. Approval of the date 15/02/2022 for the Board meeting

The Board votes on the modified schedule for the 15/02/2022 Board meeting: 23 yes 96% - 1 abstain 4%

Eleonora Apponi Batini : yes	Nicolas Lacroix : yes
Monika Barabasz-Lopes: yes	Bruno Laranjeira: yes
Christian Bondeson-Eggert: yes	Roberta Maggio: yes
Alexander Cornford: yes	Mario Mariniello: yes
Bengt Davidsson: yes	Gaspar Molnar: yes
Catarina Duarte Gomes: yes	Wolfgang Munch: yes
Pim Gesquiere: yes	Gisela Santos: yes
Andrea Grgic: yes	Johanna Schulyok: abstain
Sebastian Guerrero: yes	Kevin Smith: yes
Ursula Honich: yes	Giacomo Marco Somma: yes
Maija Knutti: yes	Ulrike Storost: yes
Monika Szulyovszky: yes	David Zelinger: yes

The modified date is approved by 96%.

II. Discussion Points

1. Whole School Inspection

This is an important process, during which school inspectors visit the school and talk to the different stakeholders. The Whole School Inspection happens once every five years. Previous WSI at the EEB2 that took place in November 2016. The inspectors review how the school organises itself, mostly from a pedagogical perspective, but also analyses other issues and stakeholders. As a result, a Whole School Inspection report is produced.

The importance of the APEEE participating in the interviews and providing feedback is underlined. G. Houghton-Clarke underlines the importance of the parent community feedback on the topic, to allow feedback in the Whole School Inspection process and the identification of what can be improved.

APEEE has already provided input for the school's self-evaluation part, especially on the pedagogical part by outgoing M. Teutsch (outgoing APEEE Vice President for the pedagogical affairs) and by S. Kalman (outgoing APEEE coordinator of the Education Council for the secondary cycle (CEES)).

The school inspectors have allocated a short timeslot to the APEEE (9th March during one hour) during which a limited number of board members who will participate will provide the feedback gathered. Follow-ups will be organised to verify if the school has completed the activities etc.

2. School's Annual Activity Report 2021

The Annual Activity Report is one of the key documents for school level accountability. The decision of the governing body, Board of Governors, in 2009 to give schools more autonomy in the areas of Pedagogy, Finances and Administration. In exchange of this autonomy, there was a requirement for greater reporting. The Annual Report summarises what the school has done in the past year.

Key changes at our school during the last year are:

- COVID-19 Pandemic (which has changed the way of learning and teaching);
- Digitalisation (use of platforms to provide information, but not uniformly. The OSGES has provided many guidelines which have not been applied uniformly);
- Competence based teaching (moving away from what you know, to what skills have you acquired in terms of manipulating knowledge and using it);
- Change in the curriculum and assessment process (final exams and continuous) which is affecting the students.

Concern was already expressed amongst schools that the draft version of the Annual Report 2021 should be presented in the Administrative Board for approval and adequate time for all stakeholders to review

and provide comments to a draft version should be given. This has not been granted.

Board members are suggested to review and validate the data provided, for the following topics:

- Performance of the school pedagogically versus history/other schools/etc (data is available on the OSCGES website: Reports and Statistical data (eursc.eu));
 - Update from our school's director, K. Malik, on the Annual School Plan on Pedagogics, which was approved during the Administrative Board meeting in September 2021;
 - The Whole School Inspection section, in which the school states how it has met the outstanding issues from the previous whole school inspection in 2016;
 - Risk section (a process across all of the schools to identify top risks, all school risks, to pedagogy, a ranking is also provided and action on how to close the risk);
 - Internal control (on which the APEEE has given feedback on items which can be improved, etc).
- For discussion and actions agreed, see last page on the minutes.

III. Elections

1. Election of the President

Wolfgang Munch stands for the position of President.

Wolfgang Munch is unanimously elected President (100%).

The newly elected President thanks the Board members for their vote. He proposes to vote on the core functions of the APEEE (Bureau, Interparents, CEPM and CEES, Coordinators of the Service WG), and InterParents, and to organise another board meeting, shortly after the Carnival holidays, before which the members can take time to reflect on their broader objectives and come back to vote on the working group coordinators.

2. Election of the Vice-Presidents, Bureau members and working group coordinators

a. Vice President Administrative Affairs

Bengt Davidsson stands for the position.

Bengt Davidsson is elected Vice President of Administrative Affairs at 88%

b. Vice President Pedagogical Affairs

David Zelinger and Pim Gesquiere stand for the position.

David Zelinger is elected Vice President of the Pedagogical Affairs at 79%

c. Treasurer

Monika Barabasz Lopes stands for the position.

Monika Barabasz-Lopes is elected Treasurer at 100%

d. Secretary of Bureau

Roberta Maggio stands for the position.

Roberta Maggio is elected Secretary of the Bureau at 88%

e. Secretary of Information of the Bureau

Catarina Duarte Gomes stands for the position.

Catarina Duarte Gomes is elected Secretary of Information of the Bureau at 96%

f. Member of the Bureau

Mr Gaspar Molnar and Kevin Smith stand for the position.

Mr Gaspar Molnar is elected Member of the Bureau at 50% with the president having a split vote.

g. Interparents delegates

David Zelinger, Alexander Cornford and Bengt Davidsson stand for the position.



David Zelinger is elected Interparent Representative 77%
Bengt Davidsson is elected Interparent Representative 68%

h. Interparents back-up

Andrea Grgic, Alexander Cornford and Giacomo Somma stand for the position.

Alexander Cornford is elected Interparent representative back-up 82%

Giacomo Somma is elected Interparent representative back-up 68%

i. CEPM Coordinator

Ulrike Storost stands for the position.

Ulrike Storost is elected CEPM Coordinator at 95%

Action Point: as newly elected CEPM coordinator, U. Storost to contact the Board for which no section representatives have been designated in the CEP&M.

j. CEES Coordinator

Catarina Duarte Gomes stands for the position.

Catarina Duarte Gomes is elected CEES Coordinator at 95%

Action Point: as newly elected CEES coordinator, C. Duarte Gomes to contact the Board for which no section representatives have been designated in the CEES.

k. Canteen WG Coordinator

Kevin Smith stands for the position.

Kevin Smith is elected Canteen Coordinator at 92%.

Members of the working group are: Eleonora Apponi Battini - Bengt Davidsson - Pim Gesquiere - Andrea Grgic - Bruno Laranjeira - Roberta Maggio - Mario Mariniello - Johanna Schulyok

l. Transport WG Coordinator

Sebastian Guerrero and Mr Gaspar Molnar stand for the position. Following a tie, the members are asked to recast their votes.

Sebastian Guerrero is elected as Transport working group Coordinator at 57%

Members of the working group are: Monika Barabasz-Lopes - Bengt Davidsson - Pim Gesquiere - Andrea Grgic - Mr Gaspar Molnar - Roberta Maggio - Kevin Smith.

m. Extra-curricular activities WG Coordinator

Roberta Maggio stands for the position.

Roberta Maggio is elected as Extra-curricular working group Coordinator at 95%

Members of the working group are: Eleonora Apponi Battini - Monika Barabasz Lopes - Bengt Davidsson - Pim Gesquiere - Andrea Grgic - Ursula Honich - Bruno Laranjeira

n. Budget WG

Monika Barabasz-Lopes, as Treasurer, is the Budget WG coordinator.

Members of the working group are: Wolfgang Munch - Bengt Davidsson - David Zelinger - Sébastien Guerrero - Roberta Maggio - Kevin Smith - Pim Gesquiere - Andrea Grgic

Board members discuss the importance of the budget working group to have the service coordinators and a small group of members as well as the necessity for the members of the budget working group to sign the confidentiality undertaking due to the sensitive nature of the information the working group works with. It is **agreed** to discuss the matter at another time.

3. Next steps for working groups

During the next next Board meeting, brainstorming will be done on how to move forward concerning the structure of the APEEE working groups.



Action Point: APEEE to send a doodle for a Board meeting after the Carnival holidays in persona or if not feasible via ZOOM.

IV. Discussion points and vote

1. Annual Activity Report and Whole School Inspection

a. Annual Activity Report

Members discuss the School's Annual Activity Report and how to gather feedback by the 17th of February 2022.

Action Point: D. Zelinger to collect the comments from the Board members on the Annual Activity Report feedback procedure on Wednesday 16/2/2022.

b. Whole School Inspection

Members discuss the Whole School Inspection. Agreement to gather the documents and information in one place, on the SharePoint, for all members to access freely.

Action Point: D. Zelinger to contact M. Teutsch regarding the submission of the report to the school on 11/02/2022.

Action Point: A. Grgic to share the draft email prepared for the Dutch section to other Board members, for inspiration on how to ponder their section for feedback

Action Point: U. Storost and D. Zelinger to look at the information given for the APEEE participation in the Whole School Inspection and inform Board.

2. Open Letter

Open letter regarding the resolution on the written procedure. The Electoral Office and its members agreed the President of the Electoral Office C. De Grandis, would seek legal advice on the result of the resolution nr 2.

3. Approval of proposed dates of Board meetings & AGM

Postponed to the next Board meeting.

C.A. 1-3-2022

Meeting is convened to discuss the following agenda points. The document with the proposed dates for the Board meetings and the presentation documents for the brainstorming session have been sent prior to the meeting to the Board members.

The Board discusses the agenda and agree to add the subject of Ukraine, Code of Conduct, and moving the Whole School Inspection, the Ukraine and the Code of Conduct to the forefront.

I. Agenda Points

1.

Approval of the Agenda.

The amended agenda is approved unanimously by the Board.

II. Discussion Points

1.

Whole School Inspection

W. Munch had a meeting with Mrs Malik, during which he raised the concerns of the parents of Evere regarding the current situation. Mrs Malik confirmed she would prepare a communication (which was sent out in the following hours). However, it seems that some parents still have concerns.

The topic of the Whole School Inspection (WSI) was also discussed. Mrs Malik confirmed the inspection would only cover pedagogical and learning environment. Therefore, finance, administration, security, or organisation topics will not be evaluated.

The APEEE has 6 to 8 seats to fill, as pedagogy will be inspected, D. Zelinger (Vice President for Pedagogical Affairs) is asked to look into the matter and suggests inviting U. Storost (CEP&M)

Coordinator) and C. Duarte Gomes (CEES Coordinator) in priority and fill the remaining seats with Board members and if seats are still to be filled, ponder volunteers.

R. Maggio and A. Grgic volunteer to join the APEEE Representatives for the WSI.

Members discuss the possibility to schedule a preparatory meeting inviting 2021 Board members, M. Teutsch (previous Vice President for Pedagogical Affairs) and Mrs Kalman (previous CEES coordinator). Proposition is made to organise the preparatory meeting on Monday 7 March 2022.

Action Point: Members are asked to send their request to participate in APEEE Interview for the WSI on 9/3/2022 to D. Zelinger and report their section's feedback in the document available on the SharePoint by Friday 4/3/2022 at the latest. Board members wishing to participate in the preparatory meeting on Monday are asked to have a look at the document and put in their comments by Sunday 6/3/2022 at the latest.

2. Code of Conduct and Confidentiality Undertaking

The President gives the floor to R. Maggio to present the background of the drafting and creation of the Code of Conduct. The General Assembly voted in 2021 (resolution 4 to revise the 2nd paragraph of Article 15) to add the Code of Conduct to the Rules of Procedure.

Article 15 of Rules of Procedure:

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.

The General Assembly agreed to consult the Class Representatives once the final version of the Code of Conduct was available.

Most of the Board has signed the Confidentiality Undertaking. Members who have not signed the agreement will not be given a woluweboard.eu account and will not be included in the sharing of confidential documents. The final version of the Confidentiality Undertaking was sent to the board members and the document was voted by the Board during the Board meeting of 15-02-2021.

Concerning the Code of Conduct, in October 2021, the Board agreed to reach out to the Class Info Representatives (13th December 2021, with an extension of the deadline to 7th January 2022), who were kindly asked to survey their class parents for feedback on the text. However, following the survey, the APEEE Secretariat verified some responses, following multiple submissions. It was confirmed that submissions were wrongfully entered for various classes. Therefore, the consultation was jeopardized. Classes for which multiple and/or contradictory submissions were sent were contacted.

Members discuss the consultation of the parent community and agree it should be done at Board level. Following the jeopardization and wrongful submissions, the Board agrees to discuss the topic during the next Board meeting during which further steps and decisions will be taken.

Action Point: *Members are asked to carefully read the Code of Conduct in preparation for the next Board meeting.*

3. Ukraine

The Board discusses the proximity of the Evere school to the NATO site and how the Board and APEEE can help the Ukraine people.

The Board discusses the school's contingency plan in case of war catastrophes. It is mentioned, in 2016, following the terrorist attacks, "lockdown drills" were introduced to prepare the school community if such events were to occur. The pupils were asked to follow specific guidelines, which could be implemented and maybe reimplemented.

Members raise the concern of parents, who believe their preoccupations were not addressed in the school's message earlier in the day.

The Board agrees that the APEEE should support initiatives, and therefore look at the merits of these initiative in order to make a choice, such as the CdE initiative.

The Board discusses how the APEEE and Board can facilitate actions of the school community. Eureka parent volunteers have already started to sort warm clothes to bring to the Ukrainian Embassy. Suggestion to send a message to the parent community regarding the APEEEs support in the CdE initiative and additional actions (Eurêka, etc).

Action Point: N. Lacroix to think through how the APEEE/Board could inform of its solidarity and come back to the Board.

4.

Election of Working Group Coordinators

The Board discusses the working groups, the addition of new ones and the merging of others, such as the inclusion of the Wellbeing into the Educational Support working group. Remark is made that Wellbeing is part of the CEES Education Council , and proposal is made to keep Wellbeing as part of the CEES working group.

The suggestion to create a "Legal & Ethics working group" to work on updating the statutes is discussed. It is brought to the 2022 Board's attention that in October 2021, the previous Board approved and mandated the APEEE's external lawyer to update and revise the APEEE Statutes to the 2019 Belgian Code of Companies and Associations in collaboration with the APEEE of Laeken. Indeed, the revision of the statutes must be done by a Belgian lawyer and cannot be done internally by the APEEE as all modifications are legally required for the Association to remain.

Proposal is made to revisit the Statutes in order to update them to a more modern version which would be more adherent to the current needs of the Association. This can be looked at once the Statutes have been updated to the 2019 Belgian Code of Companies and Associations.

W. Munch agrees and adds the parent community should be made aware of the updating of the Statutes. It is underlined that if the legally required revisions to the Statutes are not agreed upon by the General Assembly in 2023, the APEEE will not be legally compliant.

The Board discusses and postpones the election of the working group coordinators. Information is given that the former working group coordinator for the Central Enrolment working group remains in function until a new coordinator is chosen.

5.

Brainstorming on working groups/focal points.

S. Guerrero presents the first steps of the brainstorming and what it will entail. Members are asked to work on the OKR (**O**bjectives and **K**ey **R**esults), which is a methodology for setting and cascading goals through an organisation, such as the APEEE.

The Objectives are:

- Action-oriented
- Describe the outcome
- Cannot be measured
- Ambitious and out of the comfort zone

The Key Results are:

- How the objectives will be achieved
- Time based: often reset every term, following re-evaluations
- Measurable and specific

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AM

The members will be asked to write their objectives for each mission statement. Members raise the concern of the wording of the mission statements and propose to have them modified to the Article 3 of the APEEE Statutes. However, it is discussed that the mission statements written in the presentation cover the APEEE objectives.

The following steps of the brainstorming will also be addressed offline. Members will continue to provide their feedback on the objectives.

Run the brainstorm session during the Board meeting, to be finished by Thursday 3rd March, at noon.

Cluster the objectives ideas on Thursday afternoon 3rd March.

Create a form following the clustering and have the members priorities the objectives.

The prioritisation of objectives will be added to the APEEE Board SharePoint

Setting of objectives for 2022-2023

Members will be asked to submit the key results linked to the objectives.

Cluster the key results ideas

Create a form following the clustering and have members priorities the key results.

The general deadline is the 15th of March 2022, next board meeting.

III. Discussion Points and vote :

Approval of proposed dates of Board meetings & AGM. : postponed to the next Board meeting.

IV. Any other business :

At the 15/2/2022 Board meeting the information was shared that Ms Christine Thomas, Member of the Board for the FR section and teacher at the Evere school site, will be leaving the school during the month of March 2022. Ms Thomas is therefore resigning from the Board. The necessary arrangements will be made for the publication in the Moniteur Belge on this.

C.A. 15-3-2022

The documents – the agenda, the minutes of the 2 previous Board meetings, the OKRs, the overview of the meetings were sent to Board members prior to the meeting.

The chair greets the members, as it is the first time the meeting is organised in situ since February 2020.

I. Agenda Points

1. Approval of the Agenda

The agenda is approved unanimously.

2. Approval of the minutes of the Board meeting of 15/02/2022

The Board approved the minutes of the Board meeting 15/02/2022 unanimously.

3. Approval of the minutes of the Board meeting of 01/03/2022

The Board approves the minutes of the Board meeting 01/03/2022 unanimously.

II. Discussion points and vote

- 1) Voting on the remaining working groups and functions

The Board discusses the creation and merging of working groups.

- a. IT WG Coordinator

Sebastian Guerrero stands for the position.



Sebastian Guerrero is elected.

Members are: Catarina Duarte Gomes – Maija Knutti – Bruno Laranjeira

b. Communication, Welcome Activities and Active School Community WG Coordinator

Johanna Schulyok stands for the position.

Johanna Schulyok is elected.

Members are: Eleonora Apponi Battini – Catarina Duarte Gomes – Ursula Hönich – Mr Gaspar Molnar – Gisela Santos – Giacomo Marco Somma – Ulrike Storost – Monika Szulyovszky – David Zelinger

c. Health, Safety, Security and Compliance and Risk Assessment WG Coordinator

Kevin Smith stands for the position.

Kevin Smith is elected.

Members are: Alexander Cornford – Bengt Davidsson – Sebastian Guerrero – Roberta Maggio

d. Enrolment Policy WG Coordinator

David Zelinger stands for the position.

David Zelinger is elected.

Alexander Cornford stands for the back-up position.

Alexander Cornford is elected.

Members are: all Board members are members.

Action Point: S. Guerrero to create a video explaining how to access and navigate the SharePoint.

e. Educational Support & Well-Being WG Coordinator

David Zelinger stands for the position.

David Zelinger is elected.

Members are: Alexander Cornford – Bengt Davidsson – Catarina Duarte Gomes – Pim Gesquiere Maija Knutti – Gisela Santos – Ulrike Storost

The Board discusses the confidential information linked to the well-being and educational support provided to pupils and the information shared by the school on the matter.

f. Legal, Ethics & Statutes WG Coordinator

Roberta Maggio, Mr Gaspar Molnar and Pim Gesquiere stand for the position.

Roberta Maggio is elected.

Members are: Pim Gesquiere – Mr Gaspar Molnar – Kevin Smith – Wolfgang Münch

The Legal, Ethics & Statutes Working Group has been created to centralise the topics and issues regarding the update of the statutes and the information to parent community in this legal procedure.

Before passing on to the next point on the agenda, the Chair informs the Board on the cooperation within the Board, the importance of mutual respect between Board members, to not complicate things, to feel encouraged and to propose projects.

K. Smith adds to that the importance of respecting the APEEE staff and stresses that the staff should be treated with respect at any times. No kind of aggressive behaviour towards the staff is tolerated. In case a remark is to be made, there is a procedure which can be followed which is to contact the members of the Bureau, who are in charge of H.R.

2) Code of conduct

W
RA

The Board discusses draft of Code of Conduct which has been submitted to the info representatives for a consultation and a vote in December 2021. Board members discussed the draft code of conduct in terms of substance. There was also a discussion on the way forward to adapt a Code of Conduct.

Action Point: Board members who have comments on the Code of Conduct are kindly asked to send them to R. Maggio in track changes, by the end of next week.

Until the Legal, Ethics & Statutes Working Group collects the feedback, the current draft of the Code of Conduct stands.

3) Enlarged Steering Committee: workshop on the future linguistic structure of European Schools in Brussels (29/03/2022)

The Chair has been invited to a workshop on the future linguistic structure of European Schools in Brussels on 29/3/2022. The Board brainstorms what the APEEE Bxl II could raise during the ESC meeting and what would be the best approach.

Agreement that the APEEE Bxl II President should attend the workshop maintaining a non-committal approach, broadcasting different opinions and raising the consequences that might come with choices.

III. Discussion Points

1) Follow-up on Brainstorming

S. Guerrero presents the next step of the OKRs, which is a methodology for setting and cascading goals through an organisation, such as the APEEE.

Action Point: Board members are asked to fill out the key results in the document online saved on SharePoint, and each working group to discuss the key results which they are proposing by the end of March at the latest.

B. Davidsson presents the document recapping the meetings organised during the school year. This document shows an overview of the existing meetings and is created to better align the school cycle calendar with the APEEE meetings calendar.

Action Point: Agreement to discuss B. Davidsson's document during the next Board meeting (26th April) recapping the meetings organised (with the school, and within the APEEE).

Action Point: Board members who have ideas for a better format for the document, please send their ideas to B. Davidsson.

D. Zelinger informs to save 25th March 2022 in the agenda for a meeting of the Enrolment policy working group.

2) War in Ukraine – APEEE response so far and possible next steps

N. Lacroix is given the floor. N. Lacroix reached out to the CdE concerning the Bracelet For Ukraine initiative - with unfortunately no feedback from the CdE

A. Herman contacted N. Lacroix for the Good Cause Waffles (joint effort to support the Belgian Red Cross).

Support of the APEEE through the food donation, clothes donations, Good Cause Waffles.

Suggestion to support the Good Cause Waffles through monetary donations.

Action Point: Find out how much the CdE raised with their Bracelet initiative, and have the APEEE match the fund.

Offer language "courses" or other activities for Ukrainian children staying with host families in Brussels. For example, possibility to host 40 extra primary & maternelle pupils (without extra costs) in Evere for the extracurricular activities.

Strengthen the School community – teachers – school: donations to support and strengthen the pupils and children in their cause.

Action Point: N. Lacroix to make a proposal (see for the CdE).

Action Point: to prepare a communication to pupils, and teachers that the APEEE would match the funds raised in selected projects.

IV. AOB

Debrief on WSI meeting 09/03/2022 for subsequent distribution to all parents

D. Zelinger is given the floor and shares the positive feedback from the Inspector following the APEEE interview and its preparation during the meeting on 9/3/2022. Discussion to share the speaking points with the parents who contributed.

Action Point: Board section representatives to convert the speaking points for the WSI and to select the information they believe will interest their section.

C.A. 30-3-2022

Meeting is convened to discuss the initiatives in support of the Ukrainian children attending our school and APEEE contribution. The document concerning the calculation of the costs of the services was sent to the Board members prior to the meeting.

It was raised that the Woluwe Nursery-Primary Deputy Director mentioned the high amount of lost items in Eurêka at the school and asked if something could be done to improve the processing process, such as for example create a picture portfolio of the lost items for the parents. E. Apponi-Battini, Board member and parent volunteer for Eurêka confirmed she would take the matter to the Eurêka parent volunteers of primary & maternelle Woluwe.

Agenda Points

1. Approval of the agenda .

Discussion Points and vote

1. APEEE Support for pupils from Ukraine.

The meeting is convened to discuss the offer of APEEE services to Ukrainian pupils, which have been granted admission at EEB2 up until the end of the school year (54 days). A. Galle is given the floor to present the calculations in offering APEEE services to the pupils.

Short term help

Welcoming the Ukrainian pupils will have **no financial impact on the bus services or on the extra-curricular activities**: the APEEE will be able to absorb the Ukrainian pupils on the places available on the existing buses and the places available on the current extra-curricular activities.

The issues was raised that PMO reimburses pro rata, whereby the pupils covered by the PMO are a percentage of the total pupil population. If the total pupil population increases, this will have an influence on the pro rata payment. Response was given that since the PMO will not be invoiced for the transport



cost of the welcomed pupils, this will have no effect on the rate to be reimbursed by the PMO and that therefore the matter does not need to be raised with the PMO.

The **only additional costs would be regarding the canteen**, 1.95€ per day/per student in Woluwe and 6.30€ per day/per student in Evere.

The Board discusses the situation of only hosting pupils up until the end of the year with no security for the pupils of staying at EEB2 the following school year and agree to bring up the matter at the Interparent meeting scheduled on Thursday 31st March 2022.

Suggestion to contact Compass and ask for a commercial gesture in offering the meals at the Evere school site. Suggestion was also made to look into the 7% mark up for APEEE which Compass includes in its meal costs for the parents. Part of this mark up could also be directed to support for the meal costs for the pupils welcomed in the school.

Action Point: K. Smith and A. Galle to ask Compass for an economical gesture in the Evere canteen invoicing for the Ukrainian children.

Discussion to provide practical help via tips on who to turn to, how we can help in case of psychological help requested.

E. Apponi-Battini volunteers to be the contact person for the hosts family. Need to involve the community (ask for UKR speaking parents, for help – books/school material – etc)

Long term help

The board discussed help beyond the current school year. Regarding the Transport payment on the long term (in case an additional bus and/or supervision) and the PMO negotiations, it is mentioned to ask the PMO not to take into account the Ukrainian pupils in the overall calculations.

Future steps for long term solutions, will be to evaluate what the APEEE can absorb, what needs to be funded, where help can be requested, etc.

Action Point: D. Zelinger, APEEE Interparents delegate, to bring up the security of schooling and grading of Ukrainian pupils in Interparents and the PMO transport calculations for long term admissions.

Action Point: B. Davidsson, APEEE Interparents delegate, to bring up the importance to not discriminate the Ukrainian children arriving in the school as refugees and give them the chance and stability we can provide for future decisions on permanent EEB schooling.

Communication

Discussion is held to prepare for possible questions regarding why the EU (APEEE) is providing help to Ukrainian refugees and not other countries in war. It is mentioned the arrival of Ukrainian refugees is legally framed by EU and national hosting countries.

Proposal is made to communicate and prepare a message to explain what the APEEE will organise to help the Ukrainian children, that it will cover the service costs up until the end of the school year (54 days), those will be covered by the running costs of our operations. And encourage parents to help by pointing out that they are the center of the practical help.

Action Point: Communication WG to prepare a draft message on the APEEE work for the parents.

M. Barabasz-Lopes raises the Social Fund framework and that additional support can be made through Board decisions. The Board discusses also the operational details to provide pupils and hosts with books (Second-hand Book Sale, Eurêka, Second-hand lab coats and sports t-shirts).

E. Apponi-Battini volunteers to be the contact person and raise awareness of the Ukrainian situation and need amongst the school community.

Decision: The Board unanimously approves the coverage of the APEEE services for the Ukrainian pupils at school up until the end of the school year (1st July).

The chair encourages the Board to take action and contribute to the community.

AOB

Good Cause Waffle

N. Lacroix presents the Good Cause Waffle feedback and what the organiser of the fundraiser has suggested as a reward for the best-selling class. The Board is of the opinion that rewarding the volunteers with money is not a constructive and educational way to sensitise pupils to important causes.

Decision: The Board unanimously approves the donation of 1000€ to the Good Cause Waffle to donate to the Belgian Red Cross and comments the wish of not rewarding money to the pupils.

Consultation via email

Suggestion to use a voting/suggestion tool after email consultation, to limit the number of messages sent within the Board. APEEE administration is asked to register the preferences registered via the tool, in order to have a trace of the decisions taken via the voting tool after the email consultation. A board member reminded that according to the statutes, such a tool cannot replace the board meetings as the forum for taking decisions.

Action Point: to use a *Slido/Doodle* tool when future preferences need to be registered after email consultation.

COP Days (Connecting Our Pupils)

Members raise the concerns from parents regarding the COP days. The APEEE raised first comments during the CEES meeting on Monday 28th March.

The school sent an email Wednesday 30th March in the morning, regarding the COP days, which are mandatory and informed parents that they should bring/drop off their children at the mentioned train station for those going to Pairi Daiza.

Some parents, who confirm knowing the station in Schaerbeek, worry as they inform no parking spaces are available and the drop off of so many pupils at the same time, may create a stressful situation.

In addition, the Board discusses the positive reactions from parent regarding the name change and the program sent earlier in the day, which were discussed during the CEES meeting.

Action Point: Board members volunteer to check parking facilities around the Schaerbeek station and provide feedback on the surroundings (bike parking, car parking, public transports).

Action Point: Possibility, prior to the COP days to send a newsletter with information on how to access the train station, etc.

C.A. 3-5-2022

Additional agenda topics to the draft agenda were raised, and the Board agreed to discuss them at the next board meeting. Topics to address includes:

- Code of Conduct
- CEES/CEPM Follow up
- Board of Governors meeting
- Debrief linguistic structure meeting (OSG) and enlarged SC(?)
- Anti-bullying policy
 - End of school year S1 -S6 OSG review of the distance learning framework



Agenda Points

1. Approval of the agenda

The Board unanimously approves the agenda.

2. Approval of the date 3/5/2022 for Board meeting

The Board unanimously approves the date. It is suggested to vote on the date prior to the evening.

3. Approval of the report of the 15/3/2022 Board meeting

The Board approves the report of the 15/3/2022. Andrea GRGIĆ abstains.

4. Approval of the report of the 30/3/2022 Board meeting

The Board approves the report of the 30/3/2022. Andrea GRGIĆ abstains

Discussion points and vote

1. Framework agreement on security between School and APEEE

The 4 Brussels' APEEEs, the 4 EEB directors and the OSG held a meeting on the 3rd may 2022 to discuss the new framework agreement on security between the Brussels' schools and APEEEs.

The OSG responsible officer, Lisa Spitzer, replied to the October 2021 document proposal by OSG and submitted with comments by the 4 APEEE's in November 2021.

The framework specifies the APEEE' legal and other obligations from the School's legal and other obligations and what it needs to provide the APEEE services at school at school.

The meeting on 3/5/2022 discussed the content of the framework and the necessities it needs to include.

The framework is unique to each APEEE/School, however, the OSG wishes to draft a template to follow.

The opinion was expressed that the school must be able to demonstrate legal compliance on safety and security, according to the Belgian law

Next step: Meeting on the 18th May:

- Safety and security risk register
- How to deal with the security aspects of access (who is responsible of the buildings, access rights, etc)

Action point: W. Münch to resend the OSG message to the Board for further discussion at the next Board meeting.

2. Debrief brainstorm structure of linguistic sections

Action point: discussion is postponed to the next Board meeting.

3. Proposals for budget requests for working groups including priorities

Discussion to set a budget for each working group. The opinion was expressed that there exists already procedure for the management of the budget. The document is called "Delegation of Authority". The real issue is the Social Fund where for funds small in size board decisions are needed.

S. Guerrero presents the OKRs' next steps

Action point: S. Guerrero to resend the excel document (OKRs) to the Board.

Action point: Working groups to discuss and decide on the priorities of their working group to be presented at the next Board meeting.

4. Update on Ukrainian students

Following the Communications' Group call for initiatives, the APEEE Secretariat received a request to support a project by P1 PT to help Ukrainian population. E. Apponi-Battini presents the project to the Board explaining that the promoters do not ask for financial aid but only for patronage by the APEEE (e.g., use of our logo) and for promotion of the project via APEEE communication channels.

The Board agrees to provide the help requested for the project.

D. Zelinger presented an update on the Ukrainian students. The topic was discussed during an IP meeting held in the beginning of April. Currently, 24 Ukrainian pupils have been accepted at EEB2. Documents were circulated between the IP representatives which recapped the following:

- The children are temporarily admitted until the end of the school year.
- For next school year (2022-2023) they could be granted temporary enrolment.
- To benefit from the temporary enrolment, the children need to be hosted by EU staff – however, later on, they can move without losing the enrolment in the school.
- 2022-2023 enrolment will be granted depending on the best interest of the pupils.
- No school fees.
- Extra-curricular activities, canteen and transport should be free of charge.
- The Ukrainian language section could be foreseen, or the language section could be included in the SWALS.
- As of next school year, pupils enrolled in Y6 or currently in Y6 pupils will be allowed to pass the baccalaureate (not to disrupt their studies).
- The topic of financing the school excursions, field trips and syllabuses and books was raised.

What the APEEE is currently doing:

- Covering the transport-canteen-périscolaire activities fees.
- Providing books where needed and requested.
- Contacted parents for volunteering in facilitating Ukrainian parents.
- Translation of documents (flyer – available on the school website).
- Eurêka raising funds for the CDE initiative.
- Provided sports equipment for the children.

5. **Special Educative Needs**

A.Grgić accepted to support parents in need of help in searching for information on special educative needs.

Action point: A. Grgić to review the Q&A that are available on our website. **Agreed:** to keep the parent request for educational support anonym until a Board member agrees to take over it.

Any other business

G. Santos informs she will have to resign from the Board due to professional commitments as of now. G. Santos confirms she will continue as a class representative. The President thanks G. Santos for her support and work done for the Board and the APEEE.

Action point: information concerning the resignation will be communicated to the Moniteur Belge.

1. **Canteen**

On 9 May (tbc), the APEEE will meet the school on the organisation of the Canteen discussing the formal requests introduced by school (shared following the April CEES meeting):

- Reduce cafeteria waiting lines.
- Re-schedule of lunch time for S1 and S2, S6 and S7.
- Use of the canteen eating area for exams throughout the year.

The Board discusses the costs increase on food raw material and indexation of the salary of the staff linked to the Belgian law. Necessity to see which costs will rise.

Information is given that a first draft budget for 2022-2023 is being prepared. Once the draft budget is ready, suggestion to continue the discussion on the eventual price rise due to the geo-political situation in the Budget working group meeting and the service working group meetings.

A Budget working group meeting will be scheduled to discuss. The importance of communicating to parents before the registrations for the school year 2022-2023 start in June on the situation is raised.

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K. Smith informs the members he will have to resign from the Board at the end of the school year 2021-2022.

A. Cornford volunteers to join the Canteen Working Group.

Action point: a preparatory meeting will be held to discuss issues canteen issues raised by the school management. Board members are invited to join this meeting.

2. Parent evening on vaping

The APEEE has received a request from the school, following the notice of increasing vaping by S4-SS7 students and the concern regarding the use of soft drugs.

The APEEE scheduled a Communications' working group and agreed to support the school in the organisation of a webinar. The APEEE agreed to organise a webinar for the parents, the group will research and see how it can be done (speakers).

The Board agrees the organisation will only be done in September 2022 or during the autumn.

3. Green flag award project

In December 2021, the Green Team contacted the 2021 Board to ask for support in the Green Flag Award project.

The Board discusses whether and how the APEEE can support the Green Team on the Green Flag Award project and providing the information requested. It is agreed that the APEEE will listen to the students in order to see what is requested by the students for the project, the objectives suggested, and then analyse whether the APEEE can support the students or not.

A. Cornford agreed to contact the Green Team students

4. Dates of Board meetings until the end of the year

The Board approves the meeting dates which are being proposed.

Discussion to organise 2 AGMs – one to vote on the revised APEEE Statutes and one for the APEEE Board elections and approval of financial accounts, budget and annual report.

Action Point: to check the booking availability of the Commission meeting room Alcide De Gasperi in the Charlemagne center.

C.A. 21-6-2022

Agenda Points

The Board agrees to add the following point to the agenda if time allows: shelter issue on the Evere site.

Approval of the agenda

The Board unanimously approves the agenda.

Approval of the report of the 3/5/2022 Board meeting

The Board unanimously approves the report.

Discussion points and vote

Announcement and way ahead, debrief on strategic points

Wolfgang Münch regrets to announce he will have to step down as President of the APEEE Board by the beginning of September 2022. Therefore, the Board will need to elect a new Board President, by September 2022. The following points are considered strategic items on which the Board needs to allocate time and attention.



Future of Language Sections

Debate on the structure of the language section, which has the potential to divide the community. It is important for the Board to be united. Encourage the sections to share their opinion and reflexions on the paper.

Agreement on Security & Safety

The APEEEs have fought for a long time for a school commitment on safe spaces for the APEEE. The services need to formalise the outcome.

Action Point: W. Münch will send the document around and will give a hand in case the person taking over the matter needs input and advice on the topic.

Future of the Canteen

The school requested the canteen refectory to use as an examination hall during multiple weeks per year, and/or to refurbish the refectory as classes due to overcrowding. The Board needs to find a way, in which the APEEE can be helpful and push the school into a debate.

New Statutes

Importance to move forward with the new statutes. The statutes need to be approved during the next AGM. Need to generate some involvement in the parent community, to publish the information on multiple platforms.

Rule Book

To prevent any outburst during the future AGMs, the APEEE Board should draft a rule book (voting procedures, elections, etc). The outcome should be published and shared with the parents to prevent any accusations of transparency.

APEEE Invoicing rules/ terms & conditions

J. Danan and S. Guerrero explain the changes suggested to the invoicing rules and terms & conditions for the APEEE services. The invoicing rules would be available clearly on the website. The changes would be

- We propose to have all three services invoiced to families in the same way: 1 invoice per trimester.
- We propose to have fixed prices per trimester and per service.
- Discontinue family discounts for the canteen service.
- For périscolaire, we propose to maintain the possibility to enrol at any time and to improve the invoicing calculation: in case of a new enrolment during any given trimester, only the % of time remaining in the trimester will be invoiced
- For périscolaire, we propose to simplify this by only making it possible to cancel an activity or to enrol to a new activity (no more direct modifications). In case of cancellation of an extra-curricular activity, the unused sessions (% of remaining time in the trimester) will be credited back to the family account in the form of a voucher. The voucher can be used to enrol to a new other extra-curricular activity within the school year and can be used by any child within the family. The voucher expires at the end of the school year. The individual lessons are the only exclusion: a voucher would not be created in case of a cancellation of an individual lesson and the entire trimester would be invoiced.

If the Board agrees, the invoicing rules and terms & conditions will be mailed to all parents to allow time for them to cancel registrations in case they do not agree with the new procedures.

Decision: the Board agrees unanimously on the updated invoicing rules and terms & conditions.

Electric buses 2022-2023

S. Guerrero presents the electric bus situation. S. Guerrero, H.H. Nguyen and A. Galle met with two providers (currently providing buses for the APEEE). During the 2021-2022, a joint call of tender was discussed with the other APEEEs, but the prices were not good and the APEEE Bxl II removed itself from the call of tender.

S. Guerrero presents the budget plan for 2022-2023, depending on the number of electric buses the APEEE decides to move forward with. The Transport working group voted for 4 electric buses, 2 buses should enter the APEEE Bxl II fleet by September 2022 and were agreed on in 2021 by the previous Board. Therefore, the APEEE Bxl II will acquire a minimum of 2 electric buses by 2023.

The buses are not bought by the APEEE, but by the provider the APEEE works with. Therefore, the APEEE does not own the electric buses.

The Board discusses the contracts and how many buses the APEEE should move forward with. The Board votes on a maximum contract of 3 years with electric buses. **The majority of the Board agrees with a maximum of 3 yearlong contract.** Gaspar Molnar and Mario Mariniello abstain.

The Board discusses to allow a marge de manoeuvre of maximum 7% on the prices and hand over the matter to the Transport working group coordinator, to gather new numbers and present them to the Board in September 2022.

Action Point: S. Guerrero to look into new numbers (following the decision to only work with a maximum of 3year contract) and come back to the Board in September 2022.

Future of language sections.

The Office of the Secretary General of the European Schools (OSGES) issued a second draft of the option paper for the future structure of language sections in Brussels. The second draft was sent to all parents asking and highly recommending reading the draft and come back with comments and feedback.

On the options, nothing changed. Suggestions provided by the APEEE, and stakeholders were not considered.

The **first option** keeps classical European schools, i.e. schooling from M1 to S7. This option includes the fifth school in Neder-Over-Heembeek close to the Military Hospital. In 2028, not all sections would remain in the schools where they are located today. This means phasing out of sections in certain schools. For our school it most probably means that Evere will turn into a primary site and Woluwe into a large secondary site.

The **second option** remains a campus model of three stages, i.e. primary, lower secondary and upper secondary. This would mean that several schools might turn into primary schools, others in lower secondary schools and then some into upper secondary schools. From a practical point of view, this requires extensive construction works and refitting of equipment in all schools. Knowing how the Régie des Bâtiments works, it will certainly be a challenge to get all the works concluded before 2028. However, this approach would create more schooling places and educational opportunities.

Suggestion for the Board members, as section representatives, to get in touch with other section representatives of other European Schools of Brussels, and if there are grievances, to contact their Board of Governors representatives.

The Board discusses the topic and agrees to recapitulate the concerns sent to them as section representatives and send them to W. Münch prior to the 30th of June 2022 meeting.

Future of the canteen, update on meeting with school on canteen.

A follow up meeting to the CEES was held between the school management and some of the Board members on 9/5/2022 and on 10/6/2022, regarding the request of the canteen refectory to hold exams for multiple weeks a year. During 2022-2023 school year the school will not have the space required to hold exams and requested the refectory at first for 12 weeks. During the 10/6/2022 meeting they confirmed it would only be for 8 weeks. Multiple solutions were offered and discussed to the school (renting facilities, using the Evere site, using the sports hall, etc) but all were turned down for various reasons.

The school wishes to explore the possibility to reduce the weeks of canteen closure below 8 weeks, and to explore the possibility for the commission to pay for the closure. The MOU and the legal advice provided to the APEEE confirm the school cannot take away the refectory. Currently no decisions have been taken nor by the APEEE nor by the school.

The Board agrees it needs to inform the parents and survey how much do they value the food for their children. Need to demonstrate to the school that the parents value other items including pedagogical as school provisions.

OIB – APEEE Convention 2022-2023.

K. Smith presents the OIB Convention topic. Following a meeting held with the OIB representatives, the convention proposed did not allow renegotiations of prices more than once a year and contained no 'get out' clause. The OIB has given the APEEE up to the end of June to sign the Convention. The members agree to send the document including the lawyer's comments to the OIB and ask them for their feedback.

Any other business

Social Fund request CDE Welcome event first day of school 5th September 2022.

K. Smith sent prior to the Board meeting, the CDE and School request to provide a sandwich on the 1st day of school (5th September) to +/- 715 students and to fund the sandwiches with the Social Fund account. K. Smith informs, following a vote in the Budget Working Group, 5 were against and 3 voted in favour of using the Social Fund for the event. The Board discusses the use of another APEEE fund and unanimously agrees to support the CDE initiative. Since the cost for providing the sandwiches is 2716 euro, which is within the mandate of the APEEE Director, the decision from which APEEE fund (canteen, Social Fund, General Affaires) the sandwiches are to be provided can be taken by the APEEE Director. Board members agree to proceed this way.

Ukrainian students' enrolment for next year 2023-2024.

The currently admitted Ukrainian pupils will be allowed to continue their scholarship at EEB2 for the 2022-2023 school year, as long as they acquire the required knowledge in the L1 language at school (French or English).

Suggestion to write a letter to the school and underline that, as it is the practice at EEBs, any student who enters the school is given the opportunity, through learning support, to be brought up to speed in their L1. Suggestion to look into what private lessons for a group of students would cost and other programs in the city for intensive language courses.

Action Point: Write a letter to the school management to underline the learning support provided.

D. Zelinger to look into how much private support lessons, intensive courses (FR/EN) would cost.

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Action Point: Look into residential programs(FR/EN) for non-native French speakers/English speakers in Brussels.

Evere site Shelter

The Evere parents inform there are no covered/sheltered waiting area on the Evere school site. Solutions were brought to Mrs Malik's attention but were turned down for various reasons.

Action Point: M. Mariniello to contact Mrs Malik and ask if permission would be granted to install a tent for shelter if funds were found amongst parents.

C.A. 12-7-2022

Discussion points and votes

1. OIB-APEEE Convention 2022-2023

The new draft convention OIB-APEEE which the OIB proposed was discussed between the representatives of the OIB and the 4 APEEEs. The convention was amended where necessary by the APEEE.

To move forward, the Board members are asked to approve the convention for the OIB to provide warm food and snacks to children registered to the OIB garderies.

The convention is the same for all APEEEs in Brussels (however the name of the APEEE and the price is specific to each APEEE) and is set for the next four school years.

The Board unanimously approves the OIB-APEEE Bxl II Convention for the next four school years.

2. Social Fund Request: 3000€ to support language courses for Ukrainian pupils

E. Apponi Battini has sent a request to the Budget Working Group to allocate 3000€ of the Social Fund to fund intensive language courses for Ukrainian pupils.

To help as much as possible Ukrainian students in their L1 and L2 languages at EEB2 next school year, the APEEE has sent a message to hosts to know whether there's a possible interest of parents in signing up their children for intensive language courses which would take place during this summer.

The Board agrees to aim for a group of 12 students maximum. Suggestion to reach out to other EEB schools to offer places in case of free spots.

The Board unanimously approves on the allocation of 3000€ to support language courses for Ukrainian pupils during this summer.

Action Point: APEEE to draft a message to send to hosts regarding the registration process to the language courses.

Action Point: APEEE to ask the school management to share the registration to language courses message to the hosts (in addition to the APEEE send out).

AOB

D. Zelinger mentions the issue of translations of the chemistry baccalaureate examination. Mrs Malik and Mr Schmelz informed they would hand over the issue to Mr Schmelz's successor.

C.A. 14-9-2022

Discussion points and votes

1. Approval of the agenda.

Members wish to add the agendas of the School Board meeting (26th September) and the SAC meeting (16th of September) and the Eurêka situation as AOBs.

The Board approves the agenda.

2. Approval of the Board meeting report of the 21/06/2022.

The majority of the Board approves the report.

Pim GESQUIERE abstains.

Andrea GRGIĆ abstains.

Giacomo SOMMA abstains

Johanna SCHULYOK abstains.

3. Approval of the extraordinary Board meeting report of the 12/07/2022.

The majority of the Board approves the report.

Roberta MAGGIO abstains.

Giacomo SOMMA abstains.

Johanna SCHULYOK abstains.

Discussion points

1. Orientation on the future of our Canteen.

- In May 2022, during the school's Health, Safety and Security meeting, the school informed the APEEE they wished to use the canteen refectory for exams for 12 weeks. Their longer-term perspective was also shared: the school would need a bigger room than the salle polyvalente which is not sufficient and to build classrooms for secondary pupils.
- In June 2022 a second meeting, with the school management was scheduled to discuss the use of the canteen area.
- In September 2022, following an exchange with Mrs Malik, the closure of the canteen would be for 25 days and not 12 weeks.

The Board discusses different options (chômage technique for the employees, the flexibility of making the meals earlier, the outsourcing of the canteen service, suggesting other facilities for exams, etc).

B Laranjeira and J. Danan inform the Board of a possibility of limiting the costs by serving sandwiches/salads/desserts to pupils, asking the APEEE canteen team to distribute the sandwiches. The option needs to be further investigated.

Action Point: B. Laranjeira to further investigate with the APEEE team and present the option for the 25 days to the management.

Action Point: Explore the chômage technique availability and contract possibilities.

Suggestion to invite the school management to a Board meeting to discuss topics.

The Board underlines the mandate of the canteen working group which includes exploring, together with the school, approaches for using the canteen space for exams for this school year and the following years. The mandate also includes developing options for restructuring APEEE services if other approaches are not viable.





Action Point: Explore long term approaches with the school on canteen space.

The Board votes on the Canteen Working Group Coordinator. Bruno Laranjeira stands for the position.
Bruno Laranjeira is elected by 95% yes, 5% abstention.

Discussion on the next steps to take, first bring up the topic during the SAC meeting, engage in further discussions with the school management on potential approaches and solutions, therefore postponing the communication to parents and evaluate a joint communication with the school.

Action Point: W. Münch to inform K. Malik on possible solutions.

Action Point: B. Davidsson, D. Zelinger & W. Münch will attend the SAC meeting scheduled on Friday 16th September 2022.

Action Point: W. Münch to ask for volunteers for the School Board meeting held on the 26th of September.

2. ***The future of the schools.***

A final Enlarged Steering Committee meeting will be held on September 15th to discuss, for the last time, the reflection document on the future of the language sections. The Secretary General wishes for a final refinement and based on the document will make a proposal to the Board of Governors during a meeting in October 2022.

The Board agrees not to take a position, but to raise issues on the consultation process presented by the parents, the sibling rule (based on the site and school), issues on the section phasing out, etc.

Action Point: B. Davidsson will attend the meeting to raise issues.

Action Point: A. Cornford and G. Somma to draft a list of common points raised and send the document to the Board before the meeting.

3. ***AOB.***

APEEE points to raise for the agenda of the SAC meeting.

- Follow up to the whole school inspection
- Overcrowding
- Security & Safety
- Wellbeing

C.A. 24-10-2022

All documents and reports were sent to all Board members prior to the Board meeting.

Agenda Points

1. **Approval of the agenda**

The Board approves the agenda.

2. **Approval of the Board meeting report of the 14/9/2022**

The Board approves the report.

Discussion Points

1. **Financial report 2021-2022**

M. Barabasz Lopes, as Treasurer presents the financial report 2021-2022, the auditors' advice regarding the reserves and the items that need to be discussed by the Board.

a. **Approval of the financial report**

The financial report has a positive balance of 183 984€, which is slightly more than the 2021-2022 budget as approved by the AGM. The Board discusses the reimbursement of the 3% security buffer and the financial report.

The Board votes on the 2021-2022 financial report as presented in the document. In favour (15 votes) = 80%, against (4 votes – A. Grgić – P. Gesquiere – G. Molnar – G. Somma) = 20%, abstain (0)

Decision: The Board approves the financial report 2021-2022 with a 80% majority.

G. Molnar states he votes "no" due to the high increase in 'frais de personnel'. E. Van Dijck informs the increase is linked to the Group Cleaning outsourcing, to indexation, number of supervisors hired and number of days (as 2020-2021 was not a full school year, 2021-2022 following closures costs were cut, and others were added due to the Evere site opening).

P. Gesquiere wishes to add to his vote "no". Figure wise the data is correct as competent accounting staff and auditors work on the information. However, P. Gesquiere has reservations regarding the compliance with the internal procedures and what lies behind the figures. P. Gesquiere refers to agenda point 2.a, as the IT budget was approved (in June 2021) but the expenses exceed the approved expense without following APEEE's Delegation of Authority which establishes the financial procedures. P. Gesquiere states he votes no since, if in this case procedures were not correctly followed, it is unclear if there are other instances where financial procedures were not followed.

A. Grgić also wishes to add to her vote "no" for two reasons. Firstly, the last years no discussions or questions were admitted and allowed about the budget. Regarding the "frais de personnel", A. Grgić joins G. Molnar's statement as the matter was brought up during a Budget working group meeting during the 2021-2022 Board and the costs were discussed only later. Secondly, the additional amount requested for the IT project did not follow the procedures correctly and the manner the budget is managed is not acceptable.

E. Van Dijck informs that in the financial report 2020-2021 the amount of 203 280€ (VAT included) for Salesforce is mentioned (see page 9 of the report). This is the amount of 168 000€ + 21% applicable VAT. The previous Board approved this financial report during the October 2021 Board meeting to be presented to the AGM. The APEEE had 193 000€ expenditure on the Salesforce project in year 2021-22, which means the project was 10 000€ under the budget. There was no breach of APEEE internal financial procedures in 2021-22: expenditure is within budget, invoices were approved and paid accordingly.

P. Gesquiere responds that if the AGM approves a budget, this does not mean that all expenditure within that budget is authorised. For each expense, the Delegation of Authority procedure should be followed.

G. Somma raises that it is not clear if with such budget the project has been completed in its original scope, thus resulting in a saving of 10,000 €, or if the project has not been completed or its scope has changed. It should be clarified what is the actual consumption of the budget envelope allocated to the original project and if there is any additional budget allocated / used for the project, specifying the amount corresponding to the original scope and, if the case, the amount corresponding to the additional items beyond the original scope (items to be detailed with the related cost estimated and/or already incurred).

On 25/10/2022, the day after the Board meeting, G. Somma wrote a statement to confirm that he votes no for the financial report. The statement is attached (annexe 1) to this Board report and is supported by A. Grgić and P. Gesquiere.

b. Reimbursement to parents

The Board votes on the reimbursement of the security buffer added last year to the 2021-2022 prices for the services. The security buffer was established following multiple closures during the COVID times and

anticipating additional closures. Members mention the importance to follow up on the previous October 2021 message to parents.

The Board votes on reimbursement as indicated in yellow in the financial report:

- **33 186.14 € (périscolaire),**
- **127 151.20€ (canteen 3% buffer & food costs for meal of classes in quarantine)**
- **9 361.99€ (transports).**

In favour (17) = 90%, against (1 vote A. Grgić) = 5%, Abstain (1 vote G. Somma) = 5%

A. Grgić explains her negative vote stating that she supports the reimbursement of actual costs endured by the parents. G. Somma declares that his vote 'abstain' as his vote in favour is conditional to the clarifications pending in relation to the budget for the years 2021-2022 and 2022-2023.

Decision: The Board approves with 95% majority the reimbursement to parents, as indicated in the financial report.

Action point: to inform the parent community about the reimbursement and organise the reimbursement.

2. Budget 2022-2023

a. Approval of the budget 2022-2023 & budget envelope for IT Salesforce

S. Guerrero presents the budget envelope of the Salesforce project and the additional requirements. In addition to the envelope of 203 280€ (VAT incl.) approved in the Budget 2021-2022, 84 500€ (VAT incl.) is needed to finalise and continue the project.

The Board concludes that the presentation lacks clarity and detail. The Board agrees it cannot proceed with a vote on the requested budget envelope for IT Salesforce. More details of the project (implications, procurement, etc) is requested and will be presented at the next Board meeting.

During the discussion APEEE procurement procedures are discussed. It is stated that the current procurement and financial procedures are minimal. Moreover, it is stated that for the additional amount required for the IT Salesforce project, it appears that the existing procedures have not been followed. The Board agrees to review procedures and the need to provide reporting to the Board when funding of a project is running out.

The President also raises, in parallel, the need of an audit.

Action Point: Budget working group to review the procedures/delegation of authority document.

Action Point: S. Guerrero to prepare a dossier to recap the past/present/future of the IT Salesforce project.

Following the discussions on the IT Salesforce budget and lack of clarity regarding the budget, the Board decides to postpone the 2022-2023 Budget approval to the next Board meeting in November 2022.

b. Price setting for 2022-2023 services

M. Barabasz Lopes presents the new prices and percentage increase for each service. The Board discusses and is invited to vote on the increase to apply to the Transport, Canteen & Périscolaire services. In June 2022, the parent community was alerted of the following possible price increases:

- 20 to 25% increase for Transport,
- 15% to 20% for Canteen,
- 7 to 10% for Périscolaire.

Prior to discuss the price increases, the Board agrees to vote on the target approach regarding the reserves. In order to establish the reserves, the Board needs to define the minimum reserve required. The minimum reserve is based on the fulfilling of contractual obligations in case of closure of APEEE. The legal minimum only consists of the employment contracts with an unlimited duration. However, in 2021, the minimum reserve was amended by adding the employment contracts with limited duration and

contractual obligations. The auditor had informed that APEEE would need to make a policy choice and that this choice would need to be approved by a vote by the General Assembly.

The Board votes:

- **reserve covering employment contracts with a limited and unlimited duration and ongoing service contracts**
- **reserve covering employment contracts with an unlimited and limited duration only.**

(17 votes G. Somma – C. Duarte Gomes – E. Apponi-Battini – M. Mariniello – P. Gesquiere – W. Münch – M. Barabasz Lopes. – B. Laranjeira – M. Szulyovszky - J. Schulyok – R. Maggio – U. Storost – U. Hönich – B. Davidsson – S. Guerrero – G. Molnar – A. Cornford) = 89% votes for an approach consisting of employment contracts with a limited and unlimited duration and cost for service contracts and (2 votes A Grgić – N. Lacroix) = 11% for a reserve only covering contracts with an unlimited duration.

A. Grgić clarifies that she is not against the principle as such. She explains her negative vote by that the risk of closing down the organisation next year is minimal and that this year the funds allocated to ongoing service contracts could be used to reimburse the parents the full costs they endured due to Covid related closures.

Decision: The Board approves with 89% majority the approach consisting of employment contracts with a limited and unlimited duration and cost for service contracts as a baseline for establishing the APEEE reserves.

Action point: to put forward this proposal for a vote at the General Assembly.

Once the baseline for building the reserves is established, the Board proceeds to vote on the price increases for 2022-2023. The figures presented to the Board show the scenario where prices would be maintained, the scenario where a price increase would result in a break even, and the scenario where the price increase would result in rebuilding the reserve. Maintaining the price would result in a negative for the next financial year. A vote then took place where the price increase would lead to a breakeven (called the "basic approach") and a price increase which would result in a positive balance resulting in an increased reserve.

Vote on the price increase based on either the "prudent approach" or the "basic approach".

- Prudent Approach: G. Somma C. Duarte Gomes – E. Apponi-Battini – M. Mariniello – P. Gesquiere – W. Münch – M. Barabasz Lopes. – B. Laranjeira – M. Szulyovszky - J. Schulyok – R. Maggio – U. Storost – U. Hönich – B. Davidsson – S. Guerrero – G. Molnar – A. Cornford (17) = 89%
- Basic Approach: A. Grgić – N. Lacroix (2) = 11%

The treasurer summarised the vote as:

- 17.35% increase for the transport service, since PMO puts a cap of 2% on any possible margin
- 11.60% price increase for canteen services.
- 11.23% price increase for périscolaire services

The possible price increase for périscolaire services was communicated in June to parents as forecasted between 7 to 10%. A discussion took place if the increase should exceed what was announced and the expectations of parents prior to registering for périscolaire services. There the Board decides to vote separately on the price increases for périscolaire: 10% as was announced as the forecasted maximum in June and 11,23% according to calculations.

The Board votes on the price increases (10% or 11.23%) for the Périscolaire Service.

10% price increase (11 votes A. Cornford – C. Duarte Gomes – B. Laranjeira – A. Grgić – M. Szulyovszky – P. Gesquiere – M. Barabasz Lopes – W. Münch – R. Maggio – U. Hönich – G. Molnar) = 58%,
11.23% price increase (8 votes J. Schulyok – U. Storost – B. Davidsson – N. Lacroix – M. Mariniello – G. Somma – E. Apponi Battini – S. Guerrero) = 42%

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Decision: The Board approves with a majority of 58% the 10% price increase for PÉriscolaire Service.

Decision: final price increases:

Transport: + 17.35% (1901.32€)

Canteen: + 11.60% (6.36€ / 7.25€ / 7.64€)

Périscolaire: + 10%

Action Point: to inform parent community of the price increase and send the invoices to the parents.

3. Locally Recruited Teachers (LRT)

A Cornford explains the working conditions for LRT, including unstable contracts and lack of security as to the amount of their working hours or whether their contract will be renewed.

With the expansion of the school, the management may struggle to find qualified teachers. The Board discusses support to LRT: publicity, solidarity, need for proper representation, provide legal support. LRT make up around 50% of the teachers at EEB2. Discussion of the school plan to increase the percentage of seconded teacher to 65%.

Mention to raise the issue with the European Commission.

Action Point: A. Cornford to provide the different work contracts for LRT - interim contract, 2-year contract, 1 year contract, etc., and work with A. Grgić.

Action Point: to see if the contracts are the same for the Belgian teachers and possibility to file a complaint against the Belgian State if not.

Action Point: W. Münch to raise the issue in the appropriate forums.

4. Update on APEEE statutes

This spring, the Legal, Ethics & Statutes Working Group was tasked to update the APEEE statutes aligning them with legal updates having the APEEE statutes compliant with the AISBL law. For this purpose, the legal advisor, Ms Saba Parsa, has proposed an update of the APEEE Statutes by way of inserting the provisions needed to have them compliant with the AISBL law.

Ms Parsa has explained that should the updated statutes not be approved within 31st December 2023, then as of 1st January 2024, the AISBL APEEE shall continue to exist, nevertheless mandatory and suppletive rules of law will apply and therefore the APEEE Board could be held liable.

The President of the Board, W. Münch, reported at the meeting on the lack of progress made by the working group and took the view that the update of the APEEE Statutes will not be worked on this year (2022) but left to the next Board (elected in January 2023) and suggest that the deadline to align the statutes to AISBL law is 31st December 2023.

The working group coordinator R. Maggio, the Chair of the APEEE as well as the working group members who left the working group expressed their dissatisfaction with the lack of progress of the working group urging the Board to continue working on the review based on the proposal by the legal advisor.

The two Board members A. Grgić and P. Gesquiere have already resigned from the Legal, Ethics & Statutes working group while G. Molnar confirms during the Board meeting his resignation of same working group.

At the meeting, Board members discussed the importance of working on and approving the draft statutes as proposed by the legal adviser.

As a consequence, the extraordinary AGM meeting of 19/12/2022 will not be held as originally planned.

5. Social Fund Request: sponsoring 500€ for an Ukrainian charity project following the organisation of a sponsoring event by parents on 8/10/2022

A "Spaghetti" event was organised by an external association to raise funds for a Ukrainian charity project, for which the APEEE was asked to provide tomato sauce. The external association was supposed to be invoiced for the tomato sauce; however, following internal discussion A. Galle, as APEEE director, suggested to offer and fund the amount through the social fund.

The Board votes the APEEE to cover the 500€ amount for the tomato sauce and not to invoice such amount to the external association. **The Board unanimously approves the sponsoring.**

6. Debriefing on Townhall meeting with parents on 19-10-2022. Board letter on restructuring of the Brussels European Schools

Townhall meeting organised by the APEEE on 19th October 2022, inviting the parents, teachers and students' representatives to discuss the overcrowding issue and the future of the language sections with the School Management and Secretary General.

The OSG documents are prepared by the Brussels Steering Committee. INTERPARENTS is representing the parents in the upcoming meetings leading to the Board of Governors meeting on 6-8 December 2022 where a decision is expected on the future linguistic structure in Brussels as well as measures to address the overcrowding situation at several of the school premises.

Action Point: the link and Secretary General presentation to be made available to the parents through the APEEE Newsletter.

To send the questions once the decision has been taken, as some questions have answers in the proposal paper and will be answered once the final decision has been taken. Bring up the principles against which any of the proposals need to stand up.

Suggestion to share and raise the overcrowding situation with the broader community through the APEEE newsletter.

During the Board meeting of the 14/9/2022, G. Somma and A. Cornford were tasked to prepare a common letter on behalf of the entire APEEE Board to be sent to the BoG in view of the meeting of the 27/10/2022. The letter has been prepared and revised by few members. However, upon suggestion of W. Münch, the letter was not discussed during this meeting. Instead, he suggested Board members to directly lobby BoG members at national and EC level.

Action Point: dedicate a newsletter to the overcrowding issue, sharing the views of students, teachers, how it is lived daily by the community & contact school staff who have brought up the issue of overcrowding within the context of CEES meetings.

W. Münch mentions the idea to create a working group dedicated to the overcrowding including the school, and European Commission. Board members support the idea.

Annexe 1

Statement made on Tuesday 25/10/2022 in writing by G. SOMMA concerning the financial report 2021-2022:

"Giacomo Marco SOMMA: I disapprove the financial report 2021-2022 because during the Board meeting it became evident that there has been an error in the estimate of the IT project, which was approved by the previous APEEE Board without VAT, and because there are various uncertainties about the process, ranging from the selection and awarding of the contract (definition and approval of the "cahier de charge", selection criteria, assessment of the bids, ...) to the contractual monitoring of the execution of the IT project (verification of milestones, deliverables, invoices, payments, etc.).

During the meeting, the Board has been informed of an increase of the budget of the IT project of approx. € 84,500, but it is not clear if this has been already decided and/or approved (and by whom), on which grounds and following which process. In addition, although this is not a public procurement

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process, it should be clarified if there has been any competitive advantage for the winning bidder as compared to other bidders, e.g. in relation to (but not limited to) the definition of a.o. the "cahier de charge", the technical requirements / solutions, the cost estimate, and the contractual terms. For these reasons the IT project presented during the Board for the approval does not provide to me a reasonable assurance about the entire process. The apparent lack of internal monitoring processes and audits might potentially question in a similar way other service / supply contracts that the APEEE has stipulated with other suppliers, thus questioning the entire financial report 2021-2022."

This statement is also supported by Andrea GRGIĆ and Pim GESQUIERE.

Annexe 2

Statement made on Tuesday 15/11/2022 in writing by A. CORNFORD concerning the financial report 2021-2022:

The last board meeting raised some important points regarding procedure and communication. As a new board member, I did not get a clear picture of what was approved for the year 2021-2022, nor a clear idea of the current procedure for approving or deciding on various aspects of the budget, but which I was expected to vote on. Having been updated on Friday about the Salesforce project, it seems the best lesson to learn is that these procedures (and the timing of the budget) need to be reviewed and/or at least clarified for board members.

I understand that, at the next board meeting, greater detail will be provided on project deliverables, future commitments and contract processes. This is much needed to maintain trust with the parent community, the school and within the board. It is also important to recognize the hard work done by everyone on the budget and IT project.

Due to the unclear nature the way the budget was presented and discussed, I would like to add my name to Giacomo Somma's statement (excluding strikethrough text), quoted below, and also change (if still possible) my vote on the agenda point "1) Financial report 2021-2022", with respect to the item "a. approval of the financial report" from "approval" to "disapproval" – and for this to be reflected in the minutes –

Start quoted text:

"Giacomo SOMMA: I disapprove the financial report 2021-2022 because during the Board meeting it became evident ~~not only that there has been an error in the registration without VAT of the invoice(s) for the IT project SALESFORCE, but also that there are various uncertainties about the process, from the selection and awarding of the contract (bidders, selection criteria, "cahier de charge") to the execution and monitoring of the contract (verification of the milestones, deliverables, invoices, payments, etc.)~~ does not provide to me a reasonable assurance about this contract. In addition, although this is not a public procurement process, it should be clarified if there has been any competitive advantage for the winning bidder as compared to other offers. The apparent lack of internal monitoring processes and audits may potentially question in a similar way other contracts that the APEEE has stipulated with other suppliers and providers."

~~Consequently, the approval that I gave on the two other items under point 1 ("b. reimbursement to parents" and "c. allocation of the reserves") is subject to a clarification and approval of the above-mentioned point a.~~

I look forward to receive clarifications on the Financial report 2021-2022 prior to the next Board meeting together with point 2) Budget 2022-2023, not voted yesterday.

End Quoted Text.

C.A. 15-11-2022

Meeting is convened to discuss the following agenda points. Mentioned documents have been sent prior to the meeting.

Agenda Points

3. Approval of the agenda

The Board approves the agenda.

4. Approval of the Board meeting report of the 24/10/2022

Prior to the board meeting, a Board member communicated the retraction of a vote cast in the Board meeting of 24/10/2022. The Chair states that the retraction of a vote cast in the Board meeting is to be discussed separately from the vote on the report. P. Gesquiere concludes the introductory remarks of the Chair by thanking the APEEE staff for having quickly sent the 24/10/2022 report to the Board.

The Board discusses the minutes of 24/10/22. G. Somma underlines that his statement and abstention vote were not recorded. Therefore, C. Eugene is to make the final amendments to the report so that the Boards votes on the final version.

Action Point: C. Eugene to make the modifications for the report to be approved later during the meeting.

The Board discusses the principle of a retracted vote of a member following the 24th of October 2022 Board meeting.

The Board discusses ways forward. Some members feel that, once a vote is cast, it cannot be changed and that, for the sake of efficiency, comments and amendments must be made by the indicated deadline. Others feel that, as there are no specific rules in our Statutes on retraction of a vote, the Board should show some flexibility especially when all relevant information was not shared with all Board members before the vote was cast. Some members propose to allow the vote to be changed until the approval of the minutes at the next meeting. The Chair states that the association has no binding rule on retraction of vote. He proposes that the Board agrees informally at which moment in time, a cast vote becomes binding. Furthermore, the Chair proposes that if a Board member changes his or her opinion after the vote became binding, a Board member can still make a statement for the record explaining the change of opinion. Such statement for the record shall be annexed to the board report.

The Board votes on the following proposal: "The cast vote becomes immediately binding. Should a Board member reverse their opinion, they can make a statement for the record that should be attached as an annex to the Board report"

(16 votes for yes (B. Laranjeira – A. Grgić – C. Duarte Gomes – G. Somma – R. Maggio – M. Szulyovszky – J. Schulyok – M. Barabasz Lopes – W. Münch – P. Gesquiere – E. Apponi Battini – D. Zelinger – S. Guerrero – M. Knutti – U. Storost – B. Davidsson) = 84% - 2 votes for no (G. Molnar – C. Bondeson-Eggert) = 11% - 1 vote for abstain (A. Cornford) = 5%.)

Decision: The Board agrees with an 84% majority that the vote cannot be modified once cast, but Board members are nonetheless entitled to attach a statement for the record as an annex to the Board report.

The Board votes on the decision to allow A. Cornford to reverse the vote he cast in the 24th October 2022 meeting

(9 votes for no (W. Münch – B. Davidsson – J. Schulyok – M. Mariniello – C. Bondeson-Eggert – M. Barabasz Lopes – U. Storost – E. Apponi-Battini – U. Hönich) 47% – 9 votes for yes (A. Grgić – G. Somma – P. Gesquiere – G. Molnar – A. Cornford – M. Szulyovszky – M. Knutti – S. Guerrero – B. Laranjeira) = 47% – 1 vote for abstain (D. Zelinger) = 6%).



Since there is a draw, the president uses his statutory rights to break the tie, which brings the final number to 10 votes for no = 50% (9 votes for yes = 45% and 1 vote for abstain = 5%).

Decision: The Board does not approve for A. Cornford to reverse the vote already cast, with a 50% plus one vote majority.

The Board votes on the final report, including the modifications and statement made by G. Somma and A. Cornford.

(12 votes for yes (G. Somma – A. Grgić – U. Storost – B. Davidsson – E. Apponi-Battini – M. Barabasz Lopes – J. Schulyok – P. Gesquiere – M. Szulyovszky – U. Hönich – W. Münch – G. Molnar) = 67%, 2 votes for no (A. Cornford – M. Mariniello) = 11 %, 4 votes for abstain (C. Bondeson-Eggert – M. Knutti – B. Laranjeira – D. Zelinger) = 22%)

Decision: The Board approves the Board meeting report of the 24th of October 2022 including the statements of A. Cornford and G. Somma as annexes, with a 67% majority.

Discussion Points

1. Budget 2022-2023

a. Approval of the budget for pasta machine & oven

B. Laranjeira and A. Galle present the possibility of APEEE Bxl II buying APEEE Bxl IV's machinery (including pasta machine, the raviolatrice, the moulds, press, and the oven) as, due to logistic and organizational constraints, APEEE Laeken does not use such equipment. It is mentioned that the pasta machine has a lifespan of 13 years left. Board members are informed that when the canteen team makes homemade pasta, the price per kilo is 4.40€ while, following the breakdown of the previous machine, the purchase price of pasta from an external supplier amounts to 7.20€. Therefore, after calculation, the APEEE would save a total of 18 449.42€ per year. The overall purchase price of 10 000€ for the pasta machine, rational oven, raviolatrice, including all moulds and press, would be amortized over the next five years.

The Board discusses the advantages and drawbacks of buying the 9-year-old machinery from APEEE Laeken. The issue of energy consumption is raised and P. Orlovski explains that being it a matrix machinery, it is energy efficient, because it consists of a gear system, with presses. G. Somma raises that the Canteen working group had made an assessment of canteen services in Woluwe (in house staffed) and Evere (outsourced), revealing lower cost and better food quality at the Evere site. Based on this, he questioned if it would not be more sensible to pave the way to outsourcing canteen services in Woluwe rather than making additional investments.

The Board thanks P. Orlovski and the Canteen team for their research and work.

The Board votes on the budget for the pasta machine and the oven, including all other tools and equipment as indicated above.

18 votes for yes (W. Münch – M. Mariniello – B. Davidsson – A. Cornford – C. Bondeson-Eggert – M. Szulyovszky – J. Schulyok – U. Hönich – M. Barabasz Lopes – A. Grgić – G. Molnar – E. Apponi-Battini – P. Gesquiere – M. Knutti – S. Guerrero – D. Zelinger – B. Laranjeira – U. Storost) = 90% - 1 vote for no (G. Somma) = 5% - 1 vote for abstain (C. Duarte Gomes) = 5%).

Decision: The Board votes on the pasta machine and oven, and all other tools and equipment, with a 90% majority.

b. Approval of the budget envelope for IT Salesforce

S. Guerrero presents the IT Salesforce dossier to the Board. Members have received a presentation recapping the information requested and were invited to a demonstration provided by the Salesforce team on Friday 11th November 2022. The Board discusses the presentation and the timeline with a requested focus on the financial increase.

The main motivations were the security, metrics, and convenience (friendly usage). Additional budget is requested for requirements concerning backlog improvement, financial system, support and needs that were discovered throughout the development of the project.

S. Guerrero asks the Board for 84 500€ (VAT included) and 10 000€ of the remaining approved budget from 2021-2022 to finish and launch the project. Following remarks on the VAT, it is explained that as an AISBL, the APEEE is required to pay the provider the VAT and, as the APEEE does not invoice the parent the VAT, it is not recoverable.

Members discuss the development of the IT environment, maintenance, and future costs. The maintenance costs will arise, but an estimation is not available, the cost depends on needed support and may be covered by the Salesforce warranty.

The Chair raises the issue of financial procedures which need to be reviewed by the Budget working group. M. Barabasz Lopes confirms she has reached out to the other APEEEs to share practices in the view of adapting and updating APEEE Bxl II's practices. The project is currently ongoing.

Action Point: Budget working group to continue the ongoing process to review and update the financial procedures.

Anja Galle mentioned as the APEEE was between budgets, all expenditures for the new school year are put in the budget 2022-2023. In order to prevent such situations in the future, Anja Galle suggests that to have a pre-budget voted and approved by the Board by July at the latest for the APEEE Services so to allow to prepare for the services to be operational by September of the upcoming school year. The Chair however underlines that project leaders must timely inform the Board when overruns are detected.

G. Somma states that the presentation provided by S. Guerrero provides background information about the need of the IT project and selection of the supplier/solution. However, it does not include neither clear information about the use of the 193 000 € spent so far, nor the corresponding results achieved, nor what are the S.M.A.R.T. objectives and expected tangible results associated to the use of the residual 10 000€ and the additional requested 84 500 € (corresponding to a full-time equivalent senior software developer for one year or more), mentioned in one slide of two lines without any explanation. The file listing all the tickets embedded in S. Guerrero's presentation does not allow a clear understanding how the total budget of 287 500 € has been/will be spent (N.B.: this corresponds to ca. 75€ per student based on current population of 3799 students in WOL+EVE), because out of 415 tickets, only as little as 119 are marked as "Done", 39 as ongoing ("Working", "Rework", "Review/Testing", "Acceptance testing") and 12 as "Cancelled", while as much as 125 are "To Do" and 120 are "New".

P. Gesquiere states that the IT project was approved during the Board meeting held on the 24th of June 2021. When the project was presented, there was a clear timeline, with outputs needed to be achieved. The project was presented as output based. S. Guerrero has not explained what has been achieved or not achieved in relation to the initial outputs mentioned in the contract. Moreover, S. Guerrero has not explained how the top up to the contract relates to the initial contract, and what needs to be achieved. P. Gesquiere states that with the information provided he cannot support the additional amounts requested.

S. Guerrero confirms he will pedagogically and clearly inform what the 84 500€ will be spent on.

The Board votes on the budget envelope for the IT Salesforce project.

15 votes for yes (S. Guerrero – M. Knutti – E. Apponi-Battini – B. Laranjeira – C. Duarte Gomes – M. Barabasz Lopes – W. Münch – U. Hönich – J. Schulyok – C. Bondeson-Eggert – B. Davidsson – M. Szulyovszky – M. Mariniello – R. Maggio – D. Zelinger) = 71% - 5 votes for no (A. Cornford – G. Somma – P. Gesquiere – G. Molnar – A. Grgić) = 24% - 1 vote abstain (U. Storost) = 5%.)



Decision: The Board approves the budget envelope of 84 500€ (VAT included) + 10.000 € (VAT included) of the remaining budget 2021-2022 for IT Salesforce project, with a 71% majority.

c. Approval of the budget 2022-2023

M. Barabasz Lopes presents the document, previously shared with the Board. The vote was postponed awaiting additional information regarding the IT Salesforce Project. Following the IT Salesforce envelope approval, the Board discusses the budget. The IT Salesforce budget is included, as well as the pasta machine, oven, and other equipment as per the decision taken above under point 1a. The Board agrees to vote on the 2022-2023 budget. Members who have questions and wish to join the Budget working group, are highly invited to.

The Board votes on the 2022-2023 Budget

16 votes for yes (U. Hönich – M. Knutti – S. Guerrero – E. Apponi-Battini – D. Zelinger – U. Storost – J. Schulyok – M. Barabasz Lopes – W. Münch – B. Davidsson – P. Gesquiere – C. Bondeson-Eggert – R. Maggio – C. Duarte Gomes – M. Szulyovszky – M. Mariniello) = 80% - 1 vote for no (G. Molnar) = 5% - 3 votes for abstain (A. Grgić – G. Somma – A. Cornford) = 15%.

Decision: The Board approves the 2022-2023 Budget, with an 80% majority.

2. Annual general meeting

a. Draft agenda & number of vacant mandates

The next AGM will be held on Tuesday 31/1/2023 at 19:00. In order to prepare the agenda, the Board is asked to reflect on guests to be invited to the AGM such as the school management, etc. Due to recurrent time constraints at the AGM and a likely cumbersome agenda, Board members agree not to invite any guests to the AGM.

Members discuss whether the AGM should be in situ or hybrid format. The board favours the in-situ format stating efficiency and organisation. The concern of reaching the quorum is raised, as a certain percentage of class representatives needs to attend for the meeting to be valid.

Decision: The Board agrees to organize the 31/1/2022 AGM in situ only.

Action Point: A. Galle to contact OneTec to verify how the quorum is to be verified in the event of an in-situ AGM.

The mandate of the Auditor is expiring this year and the AGM shall vote for a new appointment of 3 years. The details and professional fees are mentioned in the resolutions to be voted at the AGM. Information is given that the Auditor will attend the 8/12/2022 Board meeting to present the Commissioner's report. Question is asked whether the Auditor can present the report in English to the Board.

It is mentioned that the AGM will have to vote whether to allocate the results of the 2021-2022 annual accounts to 1 department or whether to allocate the results into the 5 corresponding departments. A. Galle responded that this will be decided at the board meeting taking place on December 8th, and that once the vote is taken, this will be stated in a resolution to be voted at the AGM.

Action Point: members to go through the draft resolutions for the AGM and provide comments and track changes by the 25th of November 2022.

The vacant mandates for the 2022 AGM to vote one are as follows: 17 mandates of 1 year will expire, 1 mandate of 2 years becomes available due to the resignation, and one further mandate shall be available based on article 12(b) of the Rules of procedure annexed to the APEEE statutes according to which a position will be deemed vacant if the administrator has failed to turn up to over half of the meetings of the Administrative Board during the current year. Therefore, the total of vacant mandates is 19.

The Board discusses that if the list of candidates is available before the AGM, to share the presentation of the candidates with the class representatives before the AGM.

b. Annual report

The filing of the Annual report is a legal requirement under applicable Belgian laws. In the view of the drafting of the annual report 2022, all Board members have received a copy of the annual report 2021 as an example.

Each working group coordinator is asked to draft with their members a one pager and send their text by the 25th of November 2022 to the Vice Presidents, President, A. Galle, J. Schulyok and C. Eugene. A draft annual report will then be sent by 2nd December 2022 to the Board, for final review and future vote during the December Board meeting.

Action Point: A. Galle to send an email to the Board members to provide their one pager by the 25/11/2022.

Members discuss the length of the report, stating it should be harmonised and not exceed 40 pages. P. Gesquiere states some parents shared their opinion on the Annual Report stating an aggressive tone towards the school. A new member replies stating the 2021 Annual Report was informative.

P. Gesquiere states the report should be structured around the APEEE services, the representational role of the Board, the vertical and horizontal items. The Budget is to be detailed in the financial report. However, the narrative text in the annual report should correspond to the financial figures in the annual report.

Members agree to avoid repetitiveness and elements that are less relevant (such as how many times meetings were convened, attaching minutes of e.g. CEES / CEPM meetings, etc.).

3. Debriefing CEA meeting of 10/11/2022

Regarding the Groupe d'accompagnement meeting (4 APEEEs meet with the Commission), when the agenda is made available W. Münch will share it with the Board members. A Preparatory Interparents meeting will also take place to discuss the Board of Governors meeting.

D. Zelinger provides an update on the CEA meeting, following the Board of Governors meeting, a decision will be taken, and CEA policy finalised and shared by January 2023.

C.A. 8-12-2022

Meeting is convened to discuss the following agenda points. Mentioned documents have been sent prior to the meeting.

Agenda Points

1. Approval of the agenda.

The Board approves the agenda.

2. Approval of the Board meeting report of the 15/11/2022.

The Board approves the Board meeting report of the 15th November 2022.

Discussion Points

1. Report of the commissioner



a. **Approval of the report of commissioner**

Group Audit Belgium, represented by S. Tuytens, corporate auditor goes over the report and presents the overall figures for the year. The balance sheet amounts to 2.400.868,61 € and closes with a positive overall result of 183.984,97 € for the financial year to be allocated and which made the object of their control in accordance with the applicable standards. The asset adjustment accounts contain charges to be carried over to the following financial year which amounts to 59.781,39 € (vs. 12.244,86 € last year). The difference comes from the annual 'Salesforce' subscription invoiced in 07/2022 but which covers the period 07/22/2022 to 07/22/2023.

S. Tuytens points out the Board will have to vote and present a resolution on the allocation of funds to the General Assembly. Last year the result had been entirely allocated to one department, *Affaires Générales*.

S. Tuytens paid attention to several points, such as the impact of cost increases linked to inflation, provision for security cost which she advises to reverse as this provision no longer meets the conditions set by the Royal Decree and has never been used since it's set up in 2013. S. Tuytens, reminds the Board that the *Code des Sociétés et des Associations* (CSA) defines effective votes as the votes cast among those present or represented without taking into account abstentions in the numerator or denominator, also stating that for the voting at the AGM of 3/2/2022 that if abstentions were taken into account, the results would not have been different from the current result. Other attention points included the application of the CSA to AISBLs informing the APEEE has until 1st January 2024 to confirm its Statutes to the CSA and the purchase journals and credit notes on purchases.

The Board is given the floor to ask questions.

P. Gesquiere asks questions on last year's report and date of signature of the official document presented at the AGM. S. Tuytens informs that the Commissioner's report is a legal obligation and must be published maximum 15 days before the AGM. The report shared tonight with the Board is not a legal obligation but is an informative report in preparation of the official document which will be presented to the AGM.

P. Gesquiere raises the point made on the 2022 AGM voting system and quorum calculations. P. Gesquiere and A. Grgic state they do not agree with the Group Audit Belgium's statement in the report, which states "the CSA defines effective votes as the votes cast among those present or represented without taking into account abstentions in the numerator or denominator". P. Gesquiere states that APEEE as an AISBL falls under book 10 of the CSA and ASBL fall under book 9. For AISBL's the statutes apply since book 10 remains silent and the calculation of votes and quorums.

P. Gesquiere states that during the last AGM APEEE did not apply its statutes. Therefore, he would like to have the mention under "Mention Statutaire". P. Gesquiere states that it would be in the interest of the association to align itself possible with book 9 of the CSA. In this manner, legal interpretation of the statutes would be more straightforward. Moreover, in this way situations like this could be avoided where procedures are followed which go against the statutes.

S. Tuytens, following the exchange, states the Board could take the opportunity of the mandatory Statutes update, to clear the quorum and vote calculation points to prevent further confusion and different interpretations.

The Board votes on the auditor's report for the financial year ended on August 31st, 2022.

14 votes for yes (Nicolas Lacroix, Johanna Schulyok, David Zelinger, Wolfgang Münch, Eleonora Apponi-Battini, Monika Barabasz-Lopes, Andrea Grgić, Gaspar Molnar, Monika Szulyovszky, Catarina Duarte Gomes, Maija Knutti, Pim Gesquiere, Ursula Hönich, Mario Mariniello) = 95% - 1 vote for abstain (Bruno Laranjeira) = 5%.

Decision: The Board approves with a 95% majority the auditor's report.

2. **Annual General Meeting**

a. **Approval of the AGM Agenda**

M. Barabasz Lopes ask for clarifications on the terminology used in two financial resolutions. Following a brief discussion with P. Gesquiere, the terminology and formulation of resolutions was adjusted.

b. **Resolutions**

The Board discusses further the AGM Agenda and goes through each resolution to be presented and votes on its presentation during the AGM.

The Board votes on the approval to have a resolution during the AGM which determines the principles to be applied to the calculation of the reserves:

6 votes for yes (Gaspar Molnar, Monika Barabasz-Lopes, Andrea Grgić, Pim Gesquiere, Bruno Laranjeira, Wolfgang Münch) = 40% - 6 votes for no (David Zelinger, Catarina Duarte Gomes, Maija Knutti, Nicolas Lacroix, Johanna Schulyok, Eleonora Apponi-Battini) = 40% and 3 votes for abstain (Ursula Hönich, Bengt Davidsson, Monika Szulyovszky) = 20%.

Since there is a draw, the president uses his statutory rights to break the tie, which brings the final number to 7 votes for yes = 45% (6 votes for no = 37% and 3 votes for abstain = 18%).

Decision: The Board approves with a 45% majority the resolution which determines the principles to be applied to the calculation of the reserves.

i. Approval of the electoral office members

Following two general messages inviting parents to volunteer for the electoral office, 4 parents responded. The requirement is that the APEEE has a minimum of 4 representatives. The Board discusses a safety margin and the possible volunteering of Board members who have a 2 year mandate or do not stand for re-election in 2023. Eleonora Apponi-Battini and Maija Knutti as back-up volunteer as members of the Electoral Office.

A.Galle informs there are currently 20 vacant mandates following the decision of M. Barabasz Lopes to end her 2 year mandate. The Board is asked to go survey their sections and motivate parents to candidate for the Board. The Board also discusses the minimum number of members set at 11, as mentioned in the Statutes (article 13.1 of the Statutes).

The Board votes on the 6 volunteer tellers, including Maija Knutti and Eleonora Apponi Battini.

13 votes for yes = 87% and 2 votes for abstain = 13%.

Decision: The Board approves with an 87% majority the list of volunteers for electoral office.

At 22h20, a parent volunteer sent a message to the Secretariat to volunteer for the electoral office. **The present Board members vote on the additional volunteer to join the electoral office.**

11 votes for yes = 92% and 1 vote for abstain = 8%.

Decision: The Board approves with a 92% majority the additional one teller to the electoral office. The final number of tellers is of 7.

ii. Approval of the allocation of the results

M. Barabasz-Lopes states that during the Budget working group meeting, the members discussed two options for the allocation of the 2021-2022 operating result to the reserve:

- allocation of the 100 % of the result to the existing General Affairs reserve
- allocation of the result of each department (transport, canteen, extracurricular, etc) to the dedicated reserve

M. Barabasz-Lopes states, from a practical point of view, the allocation of the result to one accounting line or to five does not matter that much, as in case we need to use the reserve (in case of stopping APEEE activities) all reserves will be used anyway.

However, the allocation by department has the advantage of transparency as it allows to follow the cumulated profits or losses by the service. This was the preferred option of 4 members of the Budget WG present at the meeting on Monday 5th December 2022.

Another point was raised linked to the reserves – P. Gesquiere's proposal to have the AGM vote first on the level of reserves to have (choice between a) coverage of CDI-CDD or b) coverage of CDI-CDD and ongoing contracts).



The Board agrees not to present a choice between allocation of the 100% to the General Affairs reserve and allocation of the results of each department to their individual reserve, but to present one option to the AGM: the allocation of the result of each department to its individual reserve.

M. Barabasz-Lopes also states her intention to host "financial info sessions" for parents and to reply to their questions.

The Board votes on the resolution of allocating the results of each department to its individual reserve.

15 votes for yes (David Zelinger, Monika Barabasz-Lopes, Catarina Duarte Gomes, Johanna Schulyok, Pim Gesquiere, Andrea Grgić, Monika Szulyovszky, Nicolas Lacroix, Wolfgang Münch, Maija Knutti, Eleonora Apponi-Battini, Gaspar Molnar, Bruno Laranjeira, Bengt Davidsson, Ursula Hönich) = 94% and 1 vote for abstain (Mario Mariniello) = 6%

Decision: The Board approves with 94% the resolution on the allocation of the results of each department to its individual reserve.

The Board discusses a resolution defining the principle on how the reserve is calculated, agreeing to move forward with the resolution presenting the most prudent approach to the AGM (which is plan B: determining the reserves including the CDD-CDI-ongoing contracts).

The Board votes on the proposition of resolution on the calculation of the reserves which is the most prudent one (including CDD-CDI and ongoing contracts).

13 votes for yes (Monika Barabasz-Lopes, Pim Gesquiere, Wolfgang Münch, Johanna Schulyok, Andrea Grgić, Eleonora Apponi-Battini, Monika Szulyovszky, Maija Knutti, Gaspar Molnar, Nicolas Lacroix, Ursula Hönich, David Zelinger, Bengt Davidsson) = 87% and 2 votes for abstain (Catarina Duarte Gomes, Mario Mariniello) = 13%

Decision: The Board approves with an 87% majority the resolution which determines the calculation of the reserves (prudent approach)

iii. Approval of the annual report 2021-2022

The Board votes on the proposition of the resolution on the approval of the 2021-2022 accounts.

13 votes for yes (Andrea Grgić, Wolfgang Münch, Monika Szulyovszky, Monika Barabasz-Lopes, Nicolas Lacroix, Catarina Duarte Gomes, David Zelinger, Eleonora Apponi-Battini, Johanna Schulyok, Pim Gesquiere, Gaspar Molnar, Bengt Davidsson, Ursula Hönich) = 87% and 2 votes for abstain (Mario Mariniello, Bruno Laranjeira) = 13%

Decision: The Board approves with an 87% majority the resolution on the approval of the 2021-2022 accounts.

iv. Approval of the contribution fee

M. Barabasz-Lopes drafted suggestions following the Budget working group meeting held Monday 5th December 2022, regarding the contribution fee for the school 2023-2023 and allocation of the reserves. M. Barabasz-Lopes presented the estimates of costs for the *Affaires Générales* service, with the following assumptions:

- 140 new families (assuming the Evere site is populated at the same rhythm as in 2022-2023)
- 6% inflation, same for the indexation of salaries (in line with current macroeconomic predictions which indicate 5%-7%)
- Two AGMs in 2023-2024 (we still have the revision of statutes pending; therefore, it is prudent to budget a second AGM)

The Board discusses the options of price increase of the membership fee, by 2€, 3€, 5€ and 10€, and the amount allocated to the Social Fund keeping it at 10% of the total or raising it at 6€.

The Board also mentions that during the school year 2021-2022 the School Management covered the costs for mandatory school trips for Ukrainian students.

The Board agrees to vote on an increase of 2€ (=52€ membership fee) with 6€ of the 52€ to be assigned to the Social Fund.

The Board votes on the proposition of the resolution on the approval to set the 2023-2024 membership fee at 52€ with 6€ assigned to the Social Fund.

15 votes for yes (Johanna Schulyok, Catarina Duarte Gomes, David Zelinger, Ursula Hönich, Monika Szulyovszky, Bruno Laranjeira, Maija Knutti, Andrea Grgić, Monika Barabasz-Lopes, Pim Gesquiere, Nicolas Lacroix, Gaspar Molnar, Wolfgang Münch, Eleonora Apponi-Battini, Bengt Davidsson) = 100%

Decision: The Board unanimously approves the resolution proposition on the membership fee and the amount assigned to the Social Fund.

The Board decides to launch a joint vote on the approval of the resolution on the budget 2022-2023 & the discharge to the auditor.

v. Approval of the 2022-2023 budget & auditor's discharge

The Board votes on the proposition of the resolution on the approval of the budget 2022-2023 & the discharge to the auditor.

14 votes for yes (Wolfgang Münch, Eleonora Apponi-Battini, Johanna Schulyok, Pim Gesquiere, Maija Knutti, Nicolas Lacroix, Monika Szulyovszky, David Zelinger, Catarina Duarte Gomes, Monika Barabasz-Lopes, Andrea Grgić, Ursula Hönich, Gaspar Molnar, Bengt Davidson) = 93% and 1 vote abstain (Bruno Laranjeira) = 7%.

Decision: The Board approves with a 93% majority the resolution on the approval of the budget 2022-2023 & discharge to the auditor.

The Board discusses the mandate to the auditor. It is mentioned that the mandate to the auditor is of maximum 3 years. P. Gesquiere stated that he will vote no since the auditor is not able to communicate in English and therefore not able to communicate with a part of the parent community if needed. Other board members however stated that professional expertise in finances prevails above the knowledge of English.

vi. Approval of the proposed mandate of the Auditor

The Board votes on the proposition of the resolution to renew S. Tuytens's mandate for the next year 2022-2023.

11 votes for yes (David Zelinger, Monika Barabasz-Lopes, Mario Mariniello, Wolfgang Münch, Maija Knutti, Nicolas Lacroix, Monika Szulyovszky, Ursula Hönich, Johanna Schulyok, Eleonora Apponi-Battini, Catarina Duarte Gomes) = 69% - 2 votes for no (Andrea Grgić, Pim Gesquiere) = 12% and 3 votes for abstain (Bruno Laranjeira, Gaspar Molnar, Bengt Davidsson) = 19%

Decision: The Board approves with a 69% majority the resolution on the approval of the commissioner's mandate.

vii. Approval of the discharge of the Board & proclamation of the new Board.

The Board votes on the proposition of the two following resolutions: the discharge of the Board and the proclamation of new elected Board.

16 votes for yes (Monika Barabasz-Lopes, Johanna Schulyok, Catarina Duarte Gomes, Pim Gesquiere, Nicolas Lacroix, David Zelinger, Monika Szulyovszky, Mario Mariniello, Andrea Grgić, Gaspar Molnar, Wolfgang Münch, Ursula Hönich, Maija Knutti, Bruno Laranjeira, Eleonora Apponi-Battini, Bengt Davidsson) = 100%

Decision: The Board unanimously agrees.

c. Approval of the annual report.

The Board mentions last minute change requests made by U. Storost, to uniformise capitalisation and clarification in a sentence under the budget working group chapter.

P. Gesquiere stated praised the process that was followed in drafting the annual report based which was reflected in the quality of the report. P. Gesquiere stated however that he was unable, for technical reasons, to access the last version of the annual report and would therefore vote no.

The Board votes on the annual report (including the mentioned requests) and resolution to present the said report to the AGM.

12 votes for yes (Monika Barabasz-Lopes, Mario Mariniello, Ursula Hönich, Catarina Duarte Gomes, Maija Knutti, Wolfgang Münch, Nicolas Lacroix, Eleonora Apponi-Battini, Monika Szulyovszky, Johanna Schulyok, Gaspar Molnar, David Zelinger) = 75% - 1 vote for no (Pim Gesquiere) = 6% and 3 votes for abstain (Andrea Grgić, Bengt Davidsson, Bruno Laranjeira) = 19%

Decision: The Board approves with a 75% majority the annual report 2021-2022 to be presented to the AGM.

3. Educational Support Training – Tablets – DYS.

A. Grgić was contacted by the association ADHD, AS & LD Belgium, and M. Netrval, the Vice-President of Dyspraxia.lu to offer training on the usage of tablets for free to parents, students, and teachers dealing with DYS from European Schools in Brussels.

M. Netrval has offered training in Luxemburg, Munich, France and has been working with Interparents on updating the procedural document on Educational Support.

A. Grgić has contacted the school management who agreed to host and provide a room for the training and would like to ask the Board for funding for up to 100€ to cover the travel costs of M. Netrval.

The training is scheduled on Friday 13th January 2023 from 19h to 20h30. Suggestion to organise a small interview with M. Netrval and to take photos of the training for the following newsletter.

Members wish to be reassured that a free training will not be used by the trainer to sell other products, like software applications. A. Grgić stated that she will verify with the trainer.

Decision: The Board approves to cover the travelling costs (up to 100€).

Members also suggest adding in the article a suggestion to invite parents who have similar initiatives and would like financial or organisational support, to please contact secretariat.apeee@woluweparents.org

Action Point: C. Eugene to add an invitation to parents to share their initiatives with the APEEE.

4. Debriefing Interparents Meeting of 1st & 2nd December 2022

Interparents meeting was in Alicante. First time in several years Interparents representatives could meet in person. The meeting is preparatory to the BoG. B. Davidsson also informs Interparents organise an AGM in the days before the first JTC meeting.

Discussion was held on the Interparents confidentiality agreement and how it impacts APEEE in its representational role at the Board level.

A request is made for B. Davidsson to share the Interparents confidentiality agreement with the Board.

B. Davidsson responds a request to the Interparents Secretariat will need to be made prior to the sharing of the Interparents confidentiality agreement.

Action Point: B. Davidsson to contact the Interparents Secretariat to share the Interparents Confidentiality Agreement with the Board.

a. Security Agreement between School & APEEE

B. Davidsson raises the General rules and the amendments to the General rules related to safety and security. W. Münch shared the security and safety agreement between the School and APEEE.

W. Münch states the APEEE is insured in case of accidents and if they act with due diligence.

B. Davidsson informs Interparents requests a mandate and an agreement to move forward with a set of points shared prior to the Board which are currently confidential. The Board does not agree and states that B. Davidsson does not have the mandate to do so. The Board wishes more information from B. Davidsson on the concerns before moving forward.

Action Point: B. Davidsson to provide more information on the concerns of Interparents on the General rules.

5. **Debriefing BoG Meeting of 6th, 7th, 8th December 2022**

The BoG approved the Model A.3+, meaning the Italian and Dutch speaking sections from Laeken and Greek speaking section from Uccle/Berkendael will be transferred in 2028 to the new European school in Neder Over Hembeek. The transfer will be stated in the enrolment rules for the next school year. The "+" means that, if necessary, an English-speaking section will be added to EEB5, but it will not result from a transfer but a newly established section if necessary.

The BoG also approved the draft guidelines for the Enrolment Policy for the next school year 2023-2024, and after legal clarification the BoG has approved the founding of a Slovene and Slovak secondary section.

The Neder-Over-Hembeek will host 4 sections: Dutch, Italian, Greek, French (French not transferred but starting from scratch). The Board mentions the need of a gradual move to the 5th school.

The BoG also informed there would be no infrastructure investment for Woluwe until Evere is filled at its capacity. Indeed, there would not be any 6th school but they could offer an extra site (as Berkendael and Evere).

A SAC meeting is scheduled on Monday 12th December between 9h15 and 11h. David Zelinger and Bengt Davidsson inform they will attend. If any additional members wish to attend, they are invited to inform D. Zelinger, for organisational purposes.

AOB

1. **Request from school to turn APEEE Woluwe offices into classrooms as of September 2023**

A.Galle informs the Board of an open request made by K. Malik and L. Bjerninge. A meeting was scheduled to which H.H. Nguyen, A. Galle, L. Bjerninge and K. Malik were convened to discuss the school's need for space. Currently, the APEEE is legally required as an employer to provide an office space for its employees. The meeting was held to look at solutions, such as the space above the parking and next to the sports hall, the possibility to stop the teachers' canteen service and occupy the refectory.

A.Galle informs it is an ongoing process and both parties wish to find a suitable solution.

Some members also reiterate that the APEEE should stand firm in finding a solution from a business point of view. The members discuss the APEEE position, having a firm stand or a more nuanced approach. The Board agrees the APEEE needs to have a presence on site to provide its services.

Meeting ended at 23h20.

C.A. 16-1-2023

Meeting is convened to discuss the following agenda points. Mentioned documents have been sent prior to the meeting.

Agenda Points

1. **Approval of the agenda**

The Board unanimously approves the reviewed agenda.

2. **Approval of the Board meeting report of the 8/12/2022**

The Board approves the Board meeting report of the 8th December 2022 at 75%.

9 votes for yes (Pim Gesquiere, Bengt Davidsson, Sebastian Guerrero, Maija Knutti, Catarina Duarte Gomes, Wolfgang Münch, David Zelinger, Monika Barabasz, Monika Szulyovszky) = 75% and 3 votes for abstain (Andrea Grgić, Roberta Maggio, Giacomo Somma) = 25%

Decision: The Board approves with a 75% majority the Board meeting report.



Discussion Points

1. Annual General meeting 31/1/2023

The PowerPoint presentation to be presented at the AGM will be shared with the Board for comments and feedback by the end of the week (22/01). The chair recommends keeping the input concise.

The Board also discusses the need to encourage Lithuanian section parents to stand for the Board.

Action Point: draft a letter and send it to the parents of the Lithuanian section.

a. Number of vacant mandates.

The number of vacant mandates is 19.

b. Date of informative meeting for new Board on 7/2/2023.

The Board discusses the organisation of the introduction meeting. The Board agrees to schedule an informative meeting on 7/2/2023. A first Board meeting would then be organised shortly after on 16/2/2023 to elect the bureau members.

c. Minutes of the AGM

P. Gesquiere states that during the last two years, the APEEE has not produced minutes of the AGM, which will be signed by the President and Secretary of the Bureau. A. Grgić adds that an organisation is legally required to have minutes of the AGM, as stated in the article 10.7.1 in the Belgian Companies Code. It is mentioned for the previous AGMs, the outcome of the resolutions was communicated, but that this does not equal to a *procès verbal*. The chair asks A. Galle and C. Eugene to take note of the development of the minutes.

Action Point: A. Galle and C. Eugene to take notes of the AGM and produce a short and concise *procès verbal*.

d. PowerPoint candidacy publication

The Board discusses if candidates should step forward, to the *pupitre* to present their candidacy or stay seated. Board agrees to ask the candidates to present their candidacy at the *pupitre*.

Action Point: inform the candidates.

The Board discusses the publication of the AGM PowerPoint including the candidacies on the website. The Board agrees to publish the candidacies on the website. The board also agrees to ask from the candidates written consent on publishing the candidacies, and to ask candidates if they consent to publication of the entire slide, or consent to publication of the slide without picture.

Action Point: PowerPoints will be published, and candidates will be asked for their consent when completing the slide.

e. Consultative votes

The Board agrees to organise, in line with the Statutes, the consultative votes to the parents who are not full members, and hence do not have voting rights, during the AGM. Parents will be invited to cast their vote by email. The casted votes will be recorded in the minutes.

C. Duarte mentions the possibility of showing a video of the overcrowding situation during the AGM to parents. The video of overcrowding has not yet been sent to the APEEE, C. Duarte Gomes to ask the school again and depending on the content requesting the authorisation to share and show the AGM.

Action Point: C. Duarte Gomes to ask the school for the video (done).

Post meeting note: C. Duarte Gomes asked for the video at the CEES meeting held on 17/01/2023, but it will not be available in time for the AGM because it is still being edited and some additional filming may be needed before it can be finalised.

f. Website

Suggestion to organise an information session and show the new website or send a video of how the website can be managed and how information can be found. Board members agree that the AGM is not the ideal forum to provide parents information on the new website.

Action Point: S. Guerrero and team to think through how the new website can be presented to the parents.

2. Preparation for school CA meeting 23/1/2023 & overcrowding and options proposed.

a. Brief on the SAC meeting.

The SAC meeting was organised in Evere. The letter of the CDE to be sent to the President of the BoG was discussed during the meeting, the parents' association requested to change one sentence from "some suggestions were discussed" to "some suggestions arose". The possibility of classes to be merged into one classroom was mentioned.

The CDE letter asks the President of the BoG to allow EEB2, through the Administrative Board, to consider the problem internally with an immediate internal solution to the overcrowding crisis. D. Zelinger confirms he will share the new version with the Board. The CDE requested a reply from the APEEE if they wish to sign with the CDE by Wednesday 18/1/2023.

Action Point: D. Zelinger to share the new version.

Amongst the options brought up: Wednesday afternoon schooling for all, Saturday schooling, hybrid teaching, 10th period (16h15 to 16h50), 0th period (from 7h40 to 8h25).

The Board discusses that the proposal is not in line with the enrolment policy whereby pupils are allocated to particular school sites and that the repercussions of the proposal are not clear and therefore do not offer predictability to the families. Moreover, the school does not yet know next year's enrolment numbers; therefore, a rational debate cannot yet take place. Some Board members suggest signing the letter with the names of the Board members who wish to endorse the CDE's request.

Following a discussion, W. Münch, informs he will reply to the students' representatives stating the APEEE Board cannot support the letter and provide the input discussed during the meeting. However, stating a solution needs to be found and there should be a debate, the options need to be discussed by the parents (school community) and that the Board supports of the process.

Some Board members propose to address as soon as possible the Central Enrolment Authority with a plea to take account of overcrowding in the secondary and direct new secondary school enrolments in multiple language sections to other Brussels schools. This would concern only enrolment of pupils in multiple language sections who do not have siblings in EEB2.

During the preparation for the SAC meeting, the present members discussed the projects promised by Régie des bâtiments, recycling bins for classes, 5-year project plan for refurbishment, budget impact of local teachers, timetable.

Mrs Malik and the CDE formulated a request that they would like to attend one Board meeting a year. This decision is left to the next APEEE Board that will be elected at the AGM on 31/1/2023.

3. Report from the CEES & CEPM

The agenda will be shared with the CEES representatives as it is organised Tuesday 17th January 2023. The absences of teachers' issue has been mentioned by C. Duarte Gomes whom has requested a meeting with Ms Verwilghen to address the matter.

a. Gift policy

As it is custom in classes, at Christmas and/or at the end of the school year, parents offer a gift to teachers. There is no formal gift policy. Each section has its customs on what to give to the teachers.

The Board discusses the possibility to add a question for information only, in the FAQ regarding the gift giving to teachers, as well as what the class fund is usually used for. There was no clear conclusion, since practices and opinions between sections differ.

AOB

1. Get-together dinner Board 2023

Option to organise the dinner in the schoolteachers' canteen, for Board members.

2. Induction programme for the new Board members



The induction programme will be launched at the first meeting of the new Board, which will be an introductory and informative meeting.

Action Point: A. Galle to share the information presentation to A. Cornford for feedback.

Action Point: A. Galle to set a date to approve the Board meeting minutes of 16th January 2023.

3. Workshop on DYS

A. Grgić and M. Knutti report on the workshop that was organised by the APEEE, the ADHD, ASC and LD Belgium with dyspraxia.lu on Friday 13th January 2023, in collaboration with the school who allowed the APEEE to use the salle polyvalente. More than 100 parents from five European schools in Belgium attended the workshop. Ms Verwilghen, the Secondary Deputy Director, greeted the parents on behalf of the School.

The speaker presented how tablets can help pupils with dys compensate for the disability and help in dealing with work assignments. Following the new procedural document on educational support, pupils with dys have the right to use the different technologies during exams, including BAC. The school filmed the event to show it to their staff. In dialogue with parents, the Secondary Deputy Director was very open to the use of tablets for pupils and invited parents to set a meeting to discuss the needs of their child.

Comment was made that this was a successful workshop, enabling APEEE to engage with parents and school management, and facilitating a dialogue between parents and school management.

4. Guidelines for class representatives

Members discuss whether there should be guidelines for class representatives stipulating how to communicate in an appropriate manner with the school and teachers. Each class is responsible for electing their class representatives and for their mandate. In case a class representative is acting inappropriately or is not respectful, this should be discussed among the four class representatives or in the class in order to establish respectful communication with the school and teachers.

5. Interparents Confidentiality Agreement

P. Gesquiere has sent messages requesting to receive the Confidentiality Agreement. B. Davidsson states he has requested the document, multiple times with no reply. Therefore, B. Davidsson will inform P. Gesquiere when he receives confirmation.

The following agenda points were not discussed due to lack of time. *Safety & Security: general rules, fire safety and Member feedback from the past Board 2022.*

Meeting ended at 22h25.

Next Board meeting is scheduled in January 2023.

The information Board meeting for the Board 2023, scheduled on 7th February 2023.

The Board approves, on the 24th January 2023, with a 80% majority the Board meeting report of the 16th January 2023 (12 votes for yes = 80% and 3 votes for abstain = 20%)

**Résolutions votées lors de
l'Assemblée Générale Ordinaire le 31 janvier 2023
Resolutions voted at the Annual General Meeting on 31 January 2023**

1	Résolution votée et approuvée à 67.15% majorité – 26.77% non – 4.38% abstention – 1.70% pas voté L'ASSEMBLÉE GÉNÉRALE approuve l'ordre du jour de l'Assemblée Générale Ordinaire du 31 janvier 2023.	Resolution voted and approved by 67.15% majority – 26.77% no – 4.38% abstention – 1.70% did not vote The GENERAL MEETING approves the agenda of the AGM on 31 January 2023.
2	Résolution votée et approuvée à 88.59% majorité – 2.18% non – 3.40% abstention – 5.83% pas voté L'ASSEMBLÉE GÉNÉRALE nomme comme scrutateurs: John Carroll, Maija Knutti, Vito Maltese, Milena Sardella, Eleonora Apponi-Battini, la dernière étant Présidente du Bureau électoral et fixe à 19 le nombre de « croix » maximum par bulletins.	Resolution voted and approved by 88.59% majority – 2.18% no – 3.40% abstention – 5.83% did not vote The GENERAL MEETING names as tellers: John Carroll, Maija Knutti, Vito Maltese, Milena Sardella, Eleonora Apponi-Battini, the last being Presiding Officer of the electoral Office, and fixes at 19 the maximum number of "crosses" per ballot paper.
3	Résolution votée et approuvée à 93.96% majorité – 2.17% non – 0.72% abstention – 3.15% pas voté L'ASSEMBLÉE GÉNÉRALE vote les membres du Conseil d'administration, en donnant des préférences sur une liste alphabétique de candidats, pour un total de 19 postes vacants.	Resolution voted and approved by 93.96% majority – 2.17% no – 0.72% abstention – 3.15% did not vote The GENERAL MEETING votes the members of the Board, by giving preferences on an alphabetical list of candidates, for a total of 19 vacant positions.
4	Résolution votée et approuvée à 77.59% majorité – 8.96% non – 7% abstention – 6.45% pas voté L'ASSEMBLÉE GÉNÉRALE décide que les résultats seront affectés au fonds des cinq départements correspondants. Cette affectation de fonds sera appliquée aux exercices budgétaires précédents et suivants.	Resolution voted and approved by 77.59% majority – 8.96% no – 7% abstention – 6.45% did not vote The GENERAL MEETING decides that the results will be allocated to the fund of the five corresponding departments. This allocation of funds will be applied to the preceding and following budgetary years.
5	Résolution votée et approuvée à 78.41% majorité – 7.39% non – 5.40% abstention – 8.80% pas voté L'ASSEMBLÉE GÉNÉRALE décide que le niveau des réserves financières calculé sur la base : des contrats de travail à durée indéterminée et déterminée; de l'indemnité de rupture des contrats de service et de prestations en cours ; de la valeur des	Resolution voted and approved by 78.41% majority – 7.39% no – 5.40% abstention – 8.80% did not vote The GENERAL MEETING decides that the level for financial reserves calculated on the basis: employment contracts of unlimited and limited duration; indemnity for the termination of ongoing service and supply contracts; the value of investments undertaken for the



	investissements entrepris pour la durée de l'exercice en cours.	duration of the current financial year.
6	Résolution votée et approuvée à 80.12% majorité – 8.93% non – 3.46% abstention – 7.49% pas voté L'ASSEMBLÉE GÉNÉRALE approuve les comptes annuels 2021-2022 qui lui sont présentés et l'affectation des résultats qui y sont inclus.	Resolution voted and approved by 80.12% majority – 8.93% no – 3.46% abstention – 7.49% did not vote The GENERAL MEETING approves the submitted 2021-2022 annual accounts and the allocation of results therein.
7	Résolution votée et approuvée à 83.92% majorité – 7.02% non – 4.09% abstention – 4.97% pas voté L'ASSEMBLÉE GÉNÉRALE approuve le projet de budget 2022-2023 qui lui a été présenté	Resolution voted and approved by 83.92% majority – 7.02% no – 4.09% abstention – 4.97% did not vote The GENERAL MEETING approves the submitted draft budget 2022-2023.


