

**APEEE BXL II – WOLUWE  
RESOLUTIONS VOTEES & DECISIONS APPROUVEES  
PAR LE CONSEIL D'ADMINISTRATION 2021  
(période du 4-2-2021 jusqu'à 3-2-2022 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. 4-2-2021**

**Agenda points**

Approval of the agenda: Agenda is approved 100% by the Board.

**II Elections**

G. Houghton-Clarke, outgoing President of the Board, welcomes the Board members and congratulates them on their election. The various functions of the bureau members and working group coordinators are outlined. The Board members received before the meeting a message outlining how the election process will be organized.

1) Elections of the President

**Chairperson:**

- **Vote number 1** for President: **Giles Houghton-Clarke** is standing for the position of President.

**Voting:**

Yes: (19) 86%

No: (0)

Abstain: (3) 14%

**Result** of the voting: majority of the Board members voted in favour.

**Decision: Giles Houghton-Clarke is elected**

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

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

**Vice-Presidents:**

- **Vote number 2** for Vice-president Administrative affaires: **Roberta Maggio** is standing for the position of Vice-President administrative affaires.

**Voting:**

Yes: (20) 91%

No: 0

Abstain: (2) 9%

**Result** of the voting: majority of the Board members voted in favour.



**Decision: Roberta Maggio is elected**

- **Vote number 3** for Vice-president Pedagogical affairs: **Michael Teutsch** is standing for the position of Vice-President Pedagogical affairs.

**Voting:**

Yes: (20) 91%

No: 0

Abstain: (2) 9%

**Result** of the votes: majority of the Board members voted in favor.

**Decision: Michael Teutsch is elected**

- **Vote number 4** for Treasurer: **Vanessa Aulehla** is standing for the position of Treasurer.

**Voting:**

Yes: (19) 86%

No: (1) 5%

Abstain: (2) 9%

**Result** of the voting: majority of the Board members voted in favour.

**Decision: Vanessa Aulehla is elected**

- **Vote number 5** for Secretary: **Andrea Grgić** is standing

**Voting:**

Yes: (13) 62%

No: (3) 14%

Abstain: (5) 24%

**Result** of the voting: majority of the Board members voted in favour.

**Decision: Andrea Grgić is elected**

- **Vote number 6** for Information secretary: **Natalia Karpenko** is standing

**Voting:**

Yes: (19) 86%

No: (2) 9%

Abstain: (1) 5%

**Result** of the voting: majority of the Board members voted in favour.

**Decision: Natalia Karpenko is elected**

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

The previous Health, Safety and Security coordinator **Bengt Davidsson** is standing

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

**Voting:**

Yes: (20) 95%

No: 0

Abstain: (1) 5%

**Result** of the votes: majority of Board members voted in favor.

**Decision: Bengt Davidsson is elected**

**Working group coordinators and the members of the pedagogical groups:**

**Interparents:**

The Working Group template specifies two representatives to be elected. Anna Yavorska states she has received confirmation directly from the President of IP that this can be increased to 4 representatives and proposes the Board should follow suite. Discussions are held. It is agreed to vote for 2 representatives now and after the meeting clarify the IP rules regarding both number of representatives and the role of observer versus representative. Should the rules allow, the Board can decide if it wants to raise the number of representatives or observers, at which point



a further vote will be held for potential candidates. If the maximum number of coordinators is of 2, no actions will be taken.

- **Vote number 8:** Voting is held on the 2 IP representative positions: **Vanessa Aulehla (77% voted in favor), Bengt Davidsson (82% voted in favor), and Anna Yavorska (27% voted in favor)** are standing.  
Results of the voting: majority of Board members voted in favour of Vanessa Aulehla and Bengt Davidsson.

**Decision : Vanessa Aulehla is elected as IP representative.**

**Decision: Bengt Davidsson is elected as IP representative.**

Members for the Interparents working group are:

Raquel Jimenez Lopez – Szilvia Kalman – Minna Melleri – Michael Teutsch – Anna Yavorska – David Zelinger.

**Working group coordinator for kindergarten and the primary (CEP&M):**

- **Vote number 9:** Working group coordinator: **Christine Pyka and Johanna Schulyok are standing.**  
**Result of the voting:** the majority of Board members vote in favour of Johanna Schulyok (67% voted in favour). 33% voted in favour of Christine Pyka.  
**Decision: Johanna Schulyok is elected**
- Members:  
German section: Christine Pyka  
Anglophone section: Anna Yavorska - back up: Kevin Smith  
Finnish section: Marjo Toivo – back up : Minna Melleri  
French section: Sebastian Guerreo – back up: Raquel Jimenez Lopez  
Italian section: Roberta Maggio – Back-up: Vanessa Aulehla  
Lithuanian section: Ona Kostinaitė-Grinkevičienė  
Dutch language section: Natalia Karpenko – Back-up: Andrea Grgić  
Portuguese section: Tatiana Almeida – Back-up: Catarina Duarte Gomes  
Swedish section: Bengt Davidsson– Back-up:

**Working group coordinator for secondary (CEES):**

- **Vote number 10:** Working group coordinator: **Szilvia Kalman is standing**  
**Voting:**  
Yes: (20) 95%  
No: 0  
Abstain: (1) 5%  
**Result of the voting:** majority of Board members vote in favor  
**Decision: Szilvia Kalman is elected**
- Members:  
German section: David Zelinger – back up: Michael Teutsch  
Anglophone section: Kevin Smith  
Finnish section: Minna Melleri  
French section: Raquel Jimenez Lopez  
Italian section: Vanessa Aulehla – back up: Roberta Maggio  
Lithuanian section: Ona Kostinaitė-Grinkevičienė  
Dutch language section: Pim Gesquiere – Back-up: Andrea Grgić  
Portuguese section: Catarina Duarte Gomes - Back-up: Tatiana Almeida  
Swedish section: Giles Houghton-Clarke

3) Identification of working group members

**Working group coordinators and the members of the operational groups:**

- Canteen group: **coordinator: Kevin Smith**
  - Members: Tatiana Almeida – Vanessa Aulehla – Pim Gesquiere – Andrea Grgić – Giles Houghton-Clarke – Roberta Maggio – Christine Pyka – Johanna Schulyok – Marjo Toivo
- Transport group: **coordinator: Minna Melleri**
  - Members: Vanessa Aulehla – Bengt Davidsson – Pim Gesquiere – Anna Grömer – Roberta Maggio – Christine Pyka
- Extra-curricular activities: **coordinator: Sebastian Guerrero**
  - Members: Vanessa Aulehla – Pim Gesquiere – Roberta Maggio
- IT Group: **Coordinator: Sebastian Guerrero**
  - Members: Catarina Duarte Gomes – Giles Houghton-Clarke – Kevin Smith – David Zelinger
- Health, Safety & Security: **Coordinator: Bengt Davidsson**
  - Members: Tatiana Almeida – Catarina Duarte Gomes – Pim Gesquiere – Andrea Grgić – Giles Houghton-Clarke – Raquel Jimenez Lopez – Johanna Schulyok – Marjo Toivo – Anna Yavorska
- Budget group: **Coordinator: Vanessa Aulehla**
  - Members: Catarina Duarte Gomes – Giles Houghton-Clarke – Pim Gesquiere – Andrea Grgić – Ona Kostinaitė-Grinkevičienė – Roberta Maggio – Kevin Smith – Anna Yavorska
- Enrolment policy working group: **Coordinator: Minna Melleri**  
**back up: David Zelinger**
  - Members: all members of the Board.

It is discussed and agreed by all Board members that four working groups would merge into two working groups.

The Active Community working group and the School Community working group will merge into one working group (the name will be discussed during the first working group meeting).

The Communication working group and the Welcome Policy working group will merge into one working group.

- Communication/Welcome Policy working group: **Coordinator: Natalia Karpenko**  
Members: Vanessa Aulehla – Catarina Duarte Gomes – Giles Houghton-Clarke – Johanna Schulyok – Marjo Toivo – David Zelinger
- Active Community/School Community working group: **Coordinator: Anna Yavorska**
  - Members: Vanessa Aulehla – Pim Gesquiere – Andrea Grgić – Marjo Toivo
- Educational support working group: **Coordinator: Raquel Jimenez Lopez**
  - Members: Tatiana Almeida – Vanessa Aulehla – Szilvia Kalman – Michael Teutsch – Anna Yavorska
- Compliance & risk assessment working group: **Coordinator: Marjo Toivo**
  - Members: Bengt Davidsson – Giles Houghton-Clarke – Pim Gesquiere – Andrea Grgić – Szilvia Kalman – Roberta Maggio – Anna Yavorska

**Task forces**

- **Mobility program:** exchange program for S4 & S5 students. It is agreed the task force will be discussed during the first CEES working group meeting. Members confirm the Mobility Program is on the CEES agenda.

**Action point:** Mobility program task force to be discussed during CEES meeting.

- **Digital Privacy Awareness:** teach children, teachers & staff more on privacy. To know what to share and not to share. This concerns all aspects to digital privacy.  
**Coordinator: Anna Yavorska**

- **Evere Task Force:** discussions on whether the Evere topic should be discussed within a workgroup or directly at Board level. The point is made that given the breadth of topics under this heading any taskforce will include almost all Board members therefore it may be better to make this a full Board topic.

**It is agreed to start with no task force and make the Evere case a Board matter as of February 2021. Although, if a separate group becomes a necessity the Board will rediscuss to create the task force.**

The President asks if any Board member wishes to create a task force or a working group. A. Grgić takes the floor to express her wish to form a Legal task force. An example of a topic it could address is to helping to prepare for the update of the APEEE Statutes to the Belgian new law on ASBL/AISBL. Discussion is held on whether to create a legal task force or not. Point is made that the new Belgian Company Law brings many changes to the Statutes that can be only addressed by a task force. Others are of the opinion that legal issues should be handled by the concerned Workgroup e.g. Compliance & Risk assessment for Covid regulations, Bureau for HR issues.

**Vote is held** on whether to create a legal task force: 50% voted yes, 50% voted no.

It is therefore agreed to park the topic for the time being. **If a separate group becomes a necessity the Board will rediscuss to create the task force.**

**Action point:** APEEE structure document to be filled out with the names of the elected Bureau members, the names of the working group coordinators and the names of the working group members and send it to the Board members for check-up. Final APEEE structure document to be published on the APEEE website

- 4) Next steps for working groups: is postponed to the next meeting.

### **III. Discussion points and vote**

#### **1. Data protection and confidentiality**

President informs about the discussion which has been held at the AGM on confidentiality. There seems to be a general understanding to have a confidentiality agreement, but there seems to be also a lack of precision of the confidentiality definition with respect to non-GDPR issues.

A discussion on the topic is held. A. Grgić sends a draft of confidentiality agreement she has worked on to the Board members. Some argue that the legal matter of the confidentiality agreement and GDPR should be discussed with an external lawyer to provide accurate information on the Belgian law obligations. After careful consideration and the different opinions amongst the Board members, the President proposes that a meeting is held as soon as possible between the Vice-Presidents, A. Grgić and himself with a view to reviewing the requested changes and forwarding these in entirety to the external



lawyer for consideration. A subsequent meeting on this topic for the Board will be arranged once the lawyer has reverted with a revised text. The objective is to finalizing this issue by the 13 February so that APEEE email addresses can be distributed and access granted to APEEE information resources.

This proposal is accepted.

**Action point:** comments and proposals on the confidentiality agreement to be collected and to be send to the APEEE lawyer for advice.

**Action point:** G. Houghton-Clarke will arrange meeting with VPs and Grgić, and send out time options for a special Board session to discuss the confidentiality and GDPR issues.

## **2. Approval of proposed dates of Board meetings & AGM**

The Board agrees on the first the two dates (4 March and 13 April 2021), as it is brought to the Board's attention that some members believe there is too much fluctuation during the year. The Board decides it will work on the future meeting dates.

**Action point:** Board to decide next meeting dates at the Board meeting on 4 March.

## **IV. Any other business**

### **1. Info concerning School C.A meeting of 28/01/2021**

G. Houghton-Clarke will send out a report regarding the C.A meeting held on Thursday 28<sup>th</sup> as soon as possible.

**Action point:** G. Houghton-Clarke to send EEB2 C.A Meeting report to the Board members.

## **C.A. Extra-ordinary 15-2-2021**

### **Introduction**

Presentation of the discussion points for the evening. The agenda is approved.

- 1. Decision about the reopening of the canteen and cafeteria**
- 2. Approval of the revised version of the Confidentiality Undertaking**

#### **1. Reopening of the canteen and cafeteria.**

The coordinator of the Canteen WG, K. Smith, presents the proposal for the partial reopening of the Canteen services.

- Maternelles: lunch served in the canteen. They will be the only ones to eat in the canteen.
- Primary: lunchboxes brought to the classes
- Secondary: opening of the cafeteria (two locations)

This will be in compliance with the applicable health protocols for COVID issued by the Belgian authorities, according to which maternelle kids can be served with a warm meal in the canteen, and primary and secondary pupils can benefit only of a cold meal eaten within their classes/bubbles.

- The lunch boxes are made of 100% fibre residues of plant origin. Document regarding the composition of the boxes was mailed to board members prior to meeting.

CHC

- The lunchboxes will be worked on throughout the month. They will be elaborated as the Canteen team becomes more familiar with the processes. This will be a work in process, as we aim to continually improve and keep it varied in order to take it to a higher level, so that children do not become bored.
- The 4,5 weeks (18 days) are a test and learn trial. A survey will be sent out to the parents and students prior to the end of the test period for feedback.

Presentation of 3 possibilities concerning the canteen service:

- Canteen staying closed
- opening with 60% subscriptions to Primary lunch box, warm meal to maternelle children, and opening of cafeteria
- opening with 80% subscriptions to Primary lunch box, warm meal to maternelle children and opening of cafeteria.

- Mental health of students and staff has also been taken into consideration while drafting the proposals for partial reopening – important to show that steps back towards normality can be taken.

Discussions are held on the following:

Manage the expectations: talk about partial opening and not complete opening when communicating to parents.

Ask the parents to support the initiative, as we offer the service to help the parents out.

Next meeting of Belgian government to talk and discuss about further COVID-19 restrictions will be on 26<sup>th</sup> of February. New restrictive or easing measures might be announced.

it is agreed to require parents of Primary to subscribe to the lunchbox service Yes/No), as this is a change from normal warm meal service. This will ensure clarity and avoid risk that parents are enrolled without realising or consenting. Maternelle pupils will be automatically enrolled as this is a re-start to normal warm meal service. No need for secondary parents to enrol as the use of the cafeteria is voluntary.

At the end of the test trial, an assessment will be made of the actual financial losses.

The financial implications were discussed in dept before the vote was taken.

The current financial reserves of APEEE can absorb additional financial losses.

**Vote:** proposal for partial reopening of the Canteen services is voted on.

**Proposal for the canteen reopening approved by 81.8%.**

17 Board members voted in favour of the proposal, 2 Board members voted against and 1 Board member abstained.

**Decision:** The Canteen services will open as of Thursday 25<sup>th</sup> 2021 as proposed, with an evaluation at the end of the period.

## 2. **Presentation of revised version of the Confidentiality Undertaking.**

The Confidentiality Undertaking has been re-assessed to take into account the request made at the AGM to closer define what constitutes confidentiality for non GDPR related matter.

Board Members had the possibility to further comment and a revised version of the Confidentiality Undertaking has been prepared taking into account points raised by them– which have then been discussed with the APEEE lawyer. The final version agreed with the lawyer by the participating Board members, R. Maggio, A. Grgić and G. Houghton-Clarke, has been mailed to the Board members prior to the meeting.

Separation of the previous Confidentiality Undertaking into three parts:



**Confidentiality:** attempt to define confidentiality and confidential information

**Data protection policy:** board members are not considered as data processors but persons working under the authority of the controller.

**Storing data**

Question is raised as to whether a mechanism can be put in place to define and vote on what is confidential on each occasion, considering the possible risk of conflictive interpretations by the individual Board members of the definitions included under point 1.c of the said Confidentiality Undertaking. A mechanism to define what is confidential at the Board level by a vote may support the single members considering the possible risk

Reply is given that this mechanism to define confidentiality at the Board level would create a great bureaucratic burden on the normal business of the Board. It is further commented that defining exactly all the circumstance or exceptions to confidentiality is not practical or possible, in addition to the clarification added in the revised document. If in doubt, Board members can always raise a question or ask for opinion of the other Board colleagues.

A Board member was in the view that the Confidentiality Undertaking contravenes the Statutes and in particular Art. 12 of the Statutes. The Confidentiality Undertaking restricts the mandate of the Board members and only the General Assembly can define the mandate of the Board members. Therefore the Confidentiality Undertaking should be approved at the level of the General Assembly.

Response is given by the Chair of the Board that the Confidentiality Undertaking is the responsibility of the Board rather than the General Assembly, as it is the Board that is legally accountable for the operational management and legal compliance of the APEEE and therefore has the legal responsibility for such matters. This was stated at the General Assembly, as was the requirement to sign the Confidentiality Undertaking as a condition of becoming a member of the Board.

**Vote:** the proposed Confidentiality Undertaking is voted on.

**The Confidentiality Undertaking is approved by 80%.**

16 Board members voted in favour of the proposal, 3 Board members voted against and 1 Board member abstained.

**Decision:** the Confidentiality Undertaking is approved.

**Action Point:** The Confidentiality Undertaking will be published on the website.

**Action Point:** APEEE Secretariat to send the Confidentiality Undertaking in pdf format to the Board members to sign and members to send back a signed version of the document to A. Galle.

**Action Point:** once the APEEE Secretariat has received the signed document, Board members will receive their woluweboard.eu email address.

### 3. **AOB.**

G. Houghton-Clarke to attend PwC/EEB2 meeting regarding study on school capacity, and to report back.

B. Davidsson and V. Aulehla to send document on Interparents meeting and on IP representatives to Board members. Discussion regarding additional IP representatives will be held during next board meeting (04/03/2021).

**C.A. 4-3-2021**

**Introduction**

Presentation of the agenda items, and the items brought up by members they wish to address.

**Does the Board approve the agenda: Agenda APPROVED.**

**Does the Board approve of the C.A report of the 4/02: Report APPROVED.**

The approval of the report on the Extraordinary Board meeting of February 15<sup>th</sup> 2021 is postponed. This will provide Board members sufficient time to provide comments.

1. DPO and next steps for GDPR

a. **DPO**

The purpose of the agenda point is to discuss whether or not 1) to outsource the DPO function and seek for external assistance for implementing the GDPR needs and 2) to accept the offer of Ms Parsa Saba (APEEE Uccle's DPO) by assessing whether she can also provide an outsourced professional DPO and GDPR advisory service to APEEE Woluwe.

In the first instance the following were discussed about the needs for the APEEE:

- help the APEEE in revising the privacy chart & cookie policy
- help to assess the current registry of the processing operations (registry of services)
- have an assessment of the current contractual provision with the stakeholders.
- take on the role of DPO for APEEE Bxl II Woluwe

Any outsourcing of the services would entail, in any case, the need of a full support from the side of the APEEE in all matters relating to GDPR.

An APEEE delegation formed by the APEEE Director, Vice-President Administrative Affairs and the Secretary of the Board, after having assessed the offer, provided a favorable opinion and recommend to the Board that Ms Parsa Saba is engaged in this capacity.

Pricing will be in line with APEEE Uccle and will depend on hours spent addressing issues and questions. Some pieced of work will be billed at a flat rate. The delegation had also a meeting with Ms Parsa Saba that was reported as successful.

A. Galle has been in contact with the directors of both APEEEs, and they are interested in contacting Ms Parsa Saba as well.

Request to have a following at Board level, the reporting would become a recurrent agenda point during the Board meetings.

**Does the Board approve the outsourcing the DPO Position/GDPR to Ms Parsa Saba: APPROVED unanimously.**

**b. Next step on GDPR**

R. Maggio and A. Grgić are volunteers to take care of the reporting and following up on the DPO and GDPR project and to keep in touch with the Risk & Compliance WG.

2. Request for EGM



A request was sent to the Board before the Christmas holidays to hold an EGM. The Board agreed to discuss the proposal with the new board elected.

A discussion is held on how best to address this issue. Several options are proposed. There are different views; some considering that as the issue was addressed extensively at the AGM there is no further need whilst others believe there is a legal obligation to organize a dedicated meeting because the topics were not dealt with at the AGM and the proposed resolutions were not voted for.

Some members suggest planning a constructive EGM, and take advantage of the meeting to discuss and bring up issues that concern the parent community:

- Governance of the Board (written procedure, where the Board would request decisions to be taken by high majority),
- Present the Code of conduct,
- BYOD,
- Distance Learning event that was postponed from the AGM to provide space for discussion of the confidentiality agreement, etc.

They ask for publicity to reach a vast majority of parents and express a wish to establish a light agenda to allow parents to ask their questions and raise their concerns.

**Action Point:** President and Vice Presidents to present the Board with a series of options.

Some Board members inquire why P. Gesquiere and A. Yavorska did not sign the confidentiality undertaking that was voted at the extraordinary Board meeting of 15 February 2021.

P. Gesquiere stated that he is willing to sign the confidentiality agreement if it is approved by the General Meeting. The mandate of the Board members is defined by the parents through the general meeting. With the confidentiality agreement, the Board restricts the mandate of the Board members. Only the parents through the general meeting can restrict the mandate of the Board members. Mr. P. Gesquiere also stated regarding the current confidentiality agreement that section 1.c of agreement is too vague and too broadly defined. P. Gesquiere stated he does not object to the other parts of the confidentiality agreement. Moreover the GDPR part is defined by law.

A. Yavorska stated the revised text continues to be vaguely formulated and does not state who decides what is confidential. She stressed that Board members are parents' representatives and must consult parents.

Comment is made that the legal advice is that the confidentiality agreement for Board members is a decision of the Board, not the General Assembly. It was furthermore explicitly stated at the AGM before the election of new members that anyone joining the Board was required to sign the Confidentiality agreement. P. Gesquiere stood for election knowing that this was a requirement and is therefore expected to honor that requirement. The request for more precision about what is confidential that was raised at the AGM has been addressed. No explanation has been put forward as to why a requirement to follow GDPR and to keep certain information confidential would restrict a member's mandate.

Request is made by A. Yavorska to revisit the publication of Board minutes on the website. The Board agrees to arrange a meeting between President/Vice Presidents to consider the request.

**Action Point:** President and Vice-Presidents will have a discussion concerning the point raised of the public minutes (report of the 4<sup>th</sup> of November 2020).



The President and Vice Presidents will present the Board with a series of options based on the discussion.

### 3. Fifth school – Steering Committee Bruxelles

#### a. Fifth School

Fifth school to be hosted at NATO, participation in the Steering Committee Brussels.

Secretary General requests the APEEEs feedback on the proposal that the fifth school be secondary only (as opposed to a school that has Maternelle, Primary and Secondary cycles). The rationale is that the secondary cycle is most overcrowded and it is in these levels that more space is now needed rather than in the Primary cycle.

Various concerns are expressed, including proximity to the airport, the terrorism trials hosted in the next door premises, the need for clarity as to the small multi-school sections which risk being further spread, and whether the temporary Evere Primary school would be integrated as the Primary feeder school for this secondary campus.

As members believe not sufficient information has been given for the Board to decide regarding the school to be secondary only, members wish to postpone the decision until further information is given.

**Action point:** President to respond to the Secretary General, no answer can be provided without proper data on the issue.

#### b. Steering Committee Brussels

The Secretary General would like the Steering Committee to be split into 2 groups:

- Core group (prepare proposals)
- Plenary group (would criticize and comment)

The secretary general would only allow two parent representatives in the core group, and therefore not all schools would be represented. The APEEE Presidents find this problematic as they cannot represent each other's schools in this respect – as individual schools and sections may have opposing or conflicting interests when it comes to the population of new schooling capacity.

The President will align with the other 3 APEEE Presidents in proposing to the Secretary General that, either the 4 presidents go to the Core group and if not allowed, the 4 will participate in the larger Plenary group, where all 4 are invited.

### 4. Update on CULT Committee

Briefing of the committee was sent out to the Board members prior to the meeting. A short report was circulated by G. Houghton-Clarke to all members:

- The view of the APEEE presidents is that these issues arise from weaknesses in the governance of the system; there are **insufficient mechanisms to challenge decision and generally holding the system to account. These weaknesses were identified by the CULT Committee in its 2011 'Cavada' report on the school systems – and have remained unaddressed 10 years later.** The APEEEs therefore support the CULT Committee looking further into the school system and updating its 2011 report. In particular the **APEEEs called for the Commission to take a bigger role in supervising the system and to involved itself in all areas of decision making, not just financial topics.** DG Youth Sport and Culture (EAC), the Commissions/'s own centre of Education expertise should be central into this process.

- The representative of the Office of Secretary General, **Andreas Beckmann**, **acknowledged many of these issues, and confirmed that host country law does indeed have jurisdiction of matters relating to safety, security and wellbeing.**
- The Commission also confirmed that it would be involving itself in all areas of the Schools system, not just financial, though it did not make any commitments to including DG EAC in this process. These are important announcements which the APEEEs will follow up on.
- [https://multimedia.europarl.europa.eu/en/committee-on-culture-and-education\\_20210224-0900-COMMITTEE-CULT\\_vd](https://multimedia.europarl.europa.eu/en/committee-on-culture-and-education_20210224-0900-COMMITTEE-CULT_vd) debate on European Schools starting at 10:58 am until 12:08 pm.

**5. Proposal for webinar "Building online Identity".**

The webinar would be held with the APEEE Uccle.

**Board votes on the Webinar: 12 yes, 7 no, 1 abstain. The webinar is approved.**

**6. Dates for Board meetings**

**Board agrees to meet on the 6<sup>th</sup> May and 1<sup>st</sup> June 2021.**

**7. Funding on TEAMS® project for parents**

Following a request made via email to the members to vote on the training, a survey was sent out to parents during the week, and out of 471 answers, 398 were interested in the training.

**Board votes on the funding for the TEAMS® Training: 15 yes, 1 no, 2 abstain. The TEAMS training is approved.**

**8. Top up March for staff**

Request to vote on the allocation of the top up for kitchen staff (not working on Wednesdays) and monitors (due to secondary pupils not allowed to participate in extracurricular activities).

**Board votes on the top-up for March: 17 yes, 0 no, 1 abstain. The Top-up is approved.**

**9. Workgroup activity plans – presentation by each WG.**

a. CEES.

S. Kalman presents the 2021 priorities for the secondary cycle. The priorities have been discussed during the CEES meeting. The coordinator has circulated the report of the CEES meeting with the Board.

Highlights of few issues:

- Quality of distance learning
- Assessment and homework policy
- S5 exams

The next CEES meeting is scheduled before the end of the school year.

**Board votes on the CEES 2021 priorities: APPROVED unanimously.**

b. CEP&M working group

Presentation of the CEP&M 2021 priorities by the coordinator, which were circulated to the Board prior the meeting.

**Board votes on the CEP&M 2021 priorities: APPROVED unanimously.**



c. Canteen working group

Presentation of the Canteen 2021 priorities by the coordinator, which were circulated to the Board prior the meeting.

**Board votes on the Canteen 2021 priorities: APPROVED unanimously.**

d. Extra-curricular activities working group

Presentation of the Extracurricular activities by the coordinator, which were circulated to the Board prior the meeting.

**Board votes on the Periscolaire 2021 priorities: APPROVED unanimously.**

e. IT working group

Presentation of the 2021 priorities by the coordinator, which were circulated to the Board prior the meeting.

**Board votes on the IT 2021 priorities: APPROVED unanimously.**

f. Transport working group

Presentation of the Transport 2021 priorities by the coordinator, which were circulated to the Board prior the meeting.

**Board votes on the Transport 2021 priorities: APPROVED unanimously.**

- g. Active school community working group: postponed to next Board meeting
- h. Budget working group: postponed to next Board meeting
- i. Communication & welcome committee working group: postponed to next Board meeting
- j. Compliance & risk assessment working group: postponed to next Board meeting
- k. Educational support working group: postponed to next Board meeting
- l. Enrolment policy working group: postponed to next Board meeting
- m. Health, Safety and Security working group: postponed to next Board meeting
- n. Interparents :postponed to next Board meeting

**C.A. Extra-ordinary 15-3-2021**

**Introduction**

An extraordinary board meeting to present and vote on the priorities of the working groups. An update is asked on the steering committee that happened last week, that will be discussed in the AOB.

*Approval of the agenda:* the agenda is approved by the entire board present.

*Approval of the minutes* (15/02) is postponed to the next board meeting in order to incorporate further comments.

**Action Point:** A. Galle to send to updated Board report to board members.

1. **Priorities 2021.**

a. Active School Community

Priorities 2021 are postponed to next meeting

b. Budget Working Group

Priorities 2021 are postponed to next meeting

c. Communication & Welcome Working Group



Priorities were mailed to the Board upfront the meeting. Special additions on well-being, on digital privacy in the newsletter. To have a spot on the website dedicated to awareness.

Welcome pack dedicated to the new parents/students who will attend the Evere site (to have a general welcome regarding the European Schools, what is to be expected, etc.)

**Decision:** Priorities 2021 are approved by the board.

d. Compliance & Risk assessment

Priorities were mailed to the Board upfront the meeting.

**Decision:** Priorities 2021 are approved by the board.

e. Education Support Working Group

Priorities were mailed to the Board upfront the meeting.

**Decision:** Priorities 2021 are approved by the board.

f. Health, Safety & Security Working Group

Priorities were mailed to the Board upfront the meeting.

**Decision:** Priorities 2021 are approved by the board.

g. Interparents Working Group

Priorities were mailed to the Board upfront the meeting. The proposal is made to appoint two additional substitutes, Vice President of pedagogical affairs and the CEES coordinator.

Question raised regarding the feedback procedure given to board members. The documents are shared within the groups and can be raised in other working groups which treat the matter (CEES, etc). It is to be noted that the documents are confidential and must be treated as such. The documents and reports can be shared with the entire board if the request is made.

**Decision:** Priorities 2021 are approved by the board.

**Vote is taken** on the two additional substitutes for Interparents. Three candidates are standing for the 2 positions:

Szilvia Kalman: 15 yes (75%) 2 no (10%) 3 abstain (15%)

Michael Teutsch: 15 yes (75%) 3 no (15%) 2 abstain (10%)

Anna Yavorska: 6 yes (30%) 14 no (70%) 0 abstain (0%)

**Decision: Szilvia Kalman and Michael Teutsch are elected as additional substitutes.**

h. Task force: Digital Privacy Awareness

Priorities 2021 are postponed to next meeting.

2. **AOB.**

*Steering committee Brussels (formally known as the Group de Suivi):*

information is given on the Steering committee meeting.

the new rules restrict the 4 Brussels APEEEs to only sending two Presidents to represent all 4 schools. This is problematic because capacity issues are very school specific and no APEEE President can



represent another school. The position the APEEE Presidents have agreed therefore is that all 4 need to be present, otherwise they will participate only in the Plenary meetings, where all 4 can attend.

Secretary General asks for feedback on proposal for 5<sup>th</sup> school to be Secondary only. Rationale is that there is an overwhelming need for Secondary rather than Primary school places at present.

Conclusion is that more information is needed in order to support such a decision, including how multischool sections would be impacted and whether the Evere temporary school would be granted as a permanent school and if so, whether it would be the dedicated primary feeder for the 5<sup>th</sup> school.

*Final permit for Evere:* should arrive this week, the buildings are arriving end of March. Still 3 weeks behind, but Régie des bâtiments believe they will be able to catch up.

Historically, 40% of the people who have the right to access European schools in Brussels take up the opportunity. This has risen to 55% at present. The explanation for this increase given by the representative of the Belgian government present is after a 2011 regulatory change, parents were no longer able to choose the secondary school their child(ren) could go to. Many therefore took the option of the European schools instead.

*Terrorism trial:* all measures will be taken to protect the school site, no details at the moment. RDB are in touch with Police, in June, high security test at the site, and invited Commission Security Director to attend and review these measures.

*Secondary infrastructure:* The taskforce which comprises representatives of the Belgian government and the European schools system has acknowledged the potential need for expanding secondary capacity at existing schools. They are waiting to receive the long term planning from the OSGES before concluding on the topic.

*Contingency planning:* did not discuss as Mr Marcheggiano said there will be a special meeting, as the task force wishes to discuss the contingency planning in April.

In the administrative boards, all the schools have said the RDB have not fulfilled their obligations. The RDB has said they will be reviewing the works and will start in 2022. Meaning, the RDB will not assess the primary overheating issue before the summer.

*PwC capacity:* 25<sup>th</sup> march interim meeting and will be completed in time by the BOG meeting.

**Action Point:** letter to be sent out by the President on overheating issue in the Primary building.

- *Sending of CEP&M report via class reps or not:* question is asked whether the report can be mailed to the class reps of each section via the APEEE secretariat or whether each Board members sends the document to his own section.
- Info is given that some Board members like to add something to the message to the class reps explaining about the report. Therefore it might be better that each Board member shares it with the class reps of his/her section.

**Action point:** N. Karpenko to send a copy of the NL introduction of the report on the CEPM to board members as an example.

CHE

- November 2020 Board report:* Request was made at the meeting of 4 March to remove Board meeting report of 4 November from the public domain, by a Board member named in the report. APEEE President and Vice Presidents support this request. The Board member concerned withdraws the request however.
- *Covid testing through saliva tests :* Discussion on the testing through saliva tests which is now being implemented in the schools of the Fédération Wallonie-Bruxelles.

**Action:** issue to be raised with School director at next meeting with President and Vice Presidents

### **C.A. Extra-ordinary 31-3-2021**

Meeting is convened to discuss moving forward with COMPASS for the services in the Evere canteen.

#### **1. Agenda**

The agenda is voted on and is unanimously agreed on: 12 yes - 1 abstain – 0 no.

#### **2. May Board meeting**

As the school is organising the Evere Conference on the same date as the board meeting, it is voted to move it to the **Tuesday 4/05 – 19h.**

The date is voted on all board members agree.

#### **3. Compass**

Prior to the Board meeting, Board members received a presentation from the canteen WG regarding the options for the organisation of the canteen service at the Evere site. K. Smith, the Canteen working group coordinator, explained the advantages and disadvantages of the two options:

- Providing canteen services by APEEE staff
- Externalising the services to an external provider

Based on the respective advantages and disadvantages, the Board agreed that the best option would be to externalise canteen services.

It would entail less financial risk for APEEE and it would allow greater flexibility. Both considerations were important in view of the financial impact of the COVID pandemic on APEEE finances and the potential delay to the opening of the Evere site.

The Board discussed a proposal submitted by Scolarest (Compass Group) and contractual negotiations. It was explained that after concluding the negotiations the contract to be signed would be submitted to the Board for approval.

**Vote was taken on:** "Do you agree to move forward with the negotiations with Compass Group?"

**Result of the vote:** 14 yes - 0 abstain - 0 no.

**Decision:** Board agrees to move forward with the negotiations with Compass Group for the canteen service at Evere.

### **C.A. 15-4-2021**

#### **Introduction**

#### **1. Approval of the agenda**



The agenda is approved by 89% of the Board (16 yes – 2 no 11% – 0 abstain)

2. Approval of the postponed Board meeting date (15 April 2021)

The postponed date is approved by 100% (19 yes – 0 no – 0 abstain)

**Discussion points & votes**

1. Belgian Covid regulations announcement

**Canteen:** The Belgian government introduced new rules on 14/4/2021 allowing the APEEE to serve warm canteen meals for nursery and primary pupils again. Secondary student cannot be served warm meals.

**School buses:** no changes are announced, the situation will remain the same as before Easter break. Nursery, Primary and Secondary pupils are required to wear a mask.

**Extra-curricular activities:** no changes are announced, the situation will remain the same as before Easter break. P4 and P5 will be asked to wear a mask.

The school requests the same configuration for the canteen service as before the Easter break, meaning warm meals for nursery, lunch boxes for primary and cafeteria for secondary.

If warm meals were to be served to primary and nursery, the nursery would be served as of Monday 19<sup>th</sup> (due to available stock) but primary would be served as of Thursday 22<sup>nd</sup> (no sufficient stocks).

The lunch boxes have not gained sufficient subscriptions to be economically viable, therefore the APEEE will incur substantial losses if the service is continued. Opening the canteen for just nursery meals and cafeteria is also highly loss making so not sustainable without also serving primary pupils. Significant further losses can only be avoided by either offering a full warm meal service to nursery and primary plus cafeteria for secondary and teachers or to close the canteen completely.

**Board votes:**

*Does the Board agree to open the Canteen services with the substantial financial losses (for the lunch boxes)?*

**The Board does not approve the opening by 70 %** (5 yes 25% - 14 no 70% - 1 abstain 5%)

*Unless the Board can deliver warm meals to Primary and Nursery, the Board agrees to close the Canteen.*

**The Board approves by 84%** (16 yes 84% – 1 no 5% – 2 abstain 11%)

EEB2 Covid decisions

Questions from parents are raised concerning why the school is not applying the same measures as Belgian schools for example in still requiring masks in P4, not allowing warm meals to be served to Primary, why S1-3 are not permitted to have full in-situ schooling etc

The Board will also suggest a better distribution of the weeks *in situ* following parents' remarks (regarding S1 & S3 especially).

**Action point:** The Board will contact the school management to ask them to explain their decisions in their communication.

## 2. Top up April for staff

Following the pandemic uncertainty and what next year holds, the Board suggests the Budget working group reflects on whether the monthly top-up to staff on chômage temporaire can be continued, and if so for how long (it was only foreseen as a temporary measure and has a significant cost attached which may not be sustainable given the continued losses in the canteen). The Board member with a conflict of interest does not participate.

**Action point:** The Budget working group will discuss future monthly top-up and report back in the next Board meeting.

### **Board votes:**

*Does the Board agree the April top-up for the staff?*

**The Board approves the top-up for the month of April by 78%** (14 yes 78% - 1 no 5% - 3 abstain 17%)

## 3. IP debrief BoG

The IP meeting took place throughout 3 days (Tuesday 13<sup>th</sup> – Thursday 15<sup>th</sup>).

Next BoG meeting will take place on Monday 30<sup>th</sup> August and will organise the election of the new Secretary General. Parents have requested details on the election process. It is important parents are informed as this represents a change of individual in the most important and powerful position in the European schools system. Sustainable development and the creation of a well-being inspector position were also discussed during the IP meeting.

5th school – the Board of Governors is requested to agree that the 5<sup>th</sup> school will be secondary only, on condition that the temporary schools of Evere and Berkendael are made permanent

**Baccalaureate:** decision to cancel oral exams and replace the exam mark of the oral subjects with the A grade achieved. Parents have raised the concern that the decision had been taken too early in the school year.

Possibility to moderate the final bac grades in case the marks are too positive or too negative compared to previous years. APEEE Representatives have opposed the possibility to downgrade the final bac mark considering the learning difficulties the pandemic has created.

**New marking scheme:** the passing grade has been moved from 6 to 5 which triggers the need to change the equivalence table of the national systems. 9 to 10 member states have taken this opportunity to downgrade the Baccalaureate Diploma versus their national grades which will make it harder for European schools to access their universities.

A letter has been drafted to highlight the analysis of the downgrade with the IP presidency and the point was shared with the BoG.

**Action point:** V. Aulehla to share the drafted letter with Board members.

**Educational Support:** discussion to provide continuity to the education support but to dissociate the additional educational needs created by the pandemic. The concern that educational needs linked to the pandemic should not consume the E. S budget will be shared with the BoG.

**Action point:** B. Davidsson to provide a transcript of the meeting.



An IP confidentiality agreement has been drafted and representatives have been asked to sign and treat certain IP and BoG documents as confidential.

4. School calendar for the rest of the year

**Request 1:** The school has requested the canteen refectory for the S6 and S7 exams, which will take place from 28<sup>th</sup> May to 22<sup>nd</sup> June.

- If the Canteen is closed, no further issues. If the canteen opens after Easter break, and has to close during the exams, the closure will implicate losses. The question was asked whether these losses will be compensated by the School.

**Request 2:** The 4 directors of the ES want for the two last weeks of school to finish the classes at lunchtime for Nurerly and Primary, and school ending completely for S5 and S6 on 14 June. 2 July will be the last day of school.

Different Board members state that they are against the closure of half a day for the last two weeks of school for all pupils, in particular for the primary and nursery children. Some show understanding for the school decision.

**Action point:** A. Galle to contact service managers for info what can be done to change Services to accommodate last days organisation. Meeting will be held with WG coordinators to review options.

Agreement to bring up the concerns during the meeting with Ms. Malik scheduled next week.

5. Well-being advisory group – debrief and appointment of APEEE representatives

The well-being advisory group (for secondary pupils) is a group that has been set up following the well-being survey launched last year. The group discusses issues regarding the well-being with representatives of parents, students, APEEE and teachers.

The group needs two representatives from the APEEE. 4 members are volunteering as representatives. Participation to the advisory group requires members to have signed the confidentiality agreement, which two of the 4 volunteering members have not. It is also stated that information shared in the Wellbeing Group is defined as confidential by the school – and because of its highly sensitive nature would be treated as such by the APEEE also.

Pim Gesquiere and Anna Yavorska, who wish to stand as members of the group but have not signed the APEEE confidentiality agreement raise the fact that the School does not require to sign a confidentiality agreement.

**Board votes on APEEE representatives:**

*Szilvia Kalman for well-being advisory group representative:* 16 yes 80% - 2 no 10% - 2 abstain 10%

*David Zelinger for well-being advisory group representative:* 16 yes 80% - 1 no 5% - 3 abstain 15%

*Anna Yavorska for well-being advisory group representative:* 3 yes 15% - 14 no 70% - 3 abstain 15%

*Pim Gesquiere for well-being advisory group representative:* 3 yes 15% - 15 no 75% - 2 abstain 10%

**The Board elects Szilvia Kalman and David Zelinger as APEEE representatives to the well-being advisory group.**

6. Survey on impact of pandemic on student learning and wellbeing



The CEES group is working on the survey and will present it when finalised. The Board agrees to extend the survey to the primary cycle but keep it about the pedagogical matter and not the services.

7. Next steps on the planned code of conduct

The drafted code of conduct was sent to the Board prior to the meeting. M. Teutsch suggests giving approximately 10 days to the members to give feedback and comments in order to move forward with the launch of the code of conduct for feedback to class representatives.

8. Time limit duration of Board meetings

The Board votes on a time limit for the Board meetings. It is agreed to balance time given to discussion points depending on their importance. The items that have not been dealt within the time limit, will be automatically postponed to the next Board meeting.

**Board votes:**

*Do we agree to limit Board meetings by 10.00 pm (with an extra 5 mins maximum – 10.05 pm)?*

**Board votes and approves by 80%** (16 yes – 2 no 10% - 2 abstain 10%)

9. Workgroup activity plans and priorities

a. Active School Community working group

Priorities have been sent to working group members, and the coordinator awaits feedback and approval before presenting to the Board.

b. Budget working group

Presentation of the priorities by the coordinator.

**Board votes and approved the 2021 priorities by 100%** (20 yes – 0 no – 0 abstain).

c. Task force: Digital Privacy Awareness

Presentation of the priorities by the coordinator.

**Board votes and approves the 2021 priorities and change of the task force name by 95%** (19 yes – 0 no – 1 abstain 5%).

**Action point:** S. Guerrero to send A. Yavorska information on a phishing awareness program/website for the Task force.

**Any Other Business**

1. Call for flexible approach during remaining school year

Not all members have received the adequate information for the Board to discuss the matter. The subject has been postponed to the next Board meeting.

2. Conflict of interest

Concern raised by some class representatives about a Board member also employed as a Periscolaire teacher being the Periscolaire working group coordinator.

Board discusses the situation. Some Board members are of the opinion that this is a straightforward case of a conflict of interest. It is clarified that the Board member only offered to take the position because no one else wanted to, and had not sought it out. He did not inform the Board of the conflict of interest at the time of his candidacy. He is happy therefore to step aside if there are concerns.

R. Maggio states that she can take over this position in the case of need on a temporary basis. The Board member employed as a Periscolaire states that all members should be held to the same governance standards therefore it is expected all Board members will sign the Confidentiality agreement and declare any personal interests when issues are discussed.

The Board agrees to discuss the matter further during another meeting and postpone the issue as it is very late.

### **C.A. 10-5-2021**

#### **I. Agenda Points**

The Board votes on the agenda: **13 yes 93% - 1 no 7% - 0 Abstain 0%**

**The agenda is approved by majority.**

Few members disagree on voting on the Board minutes as they did not have time to read the Board reports as the final and amended version was sent the same day, and dispute parts of the minutes of the 4<sup>th</sup> and 15<sup>th</sup> March 2021. In particular they contest, that it was stated at the AGM before the election of the new members that anyone joining the Board was required to sign the Confidentiality agreement. On the date of AGM, they claim, no confidentiality agreement was obliging the Board. They also request that the final versions of minutes and the agenda for the future meetings is sent to the Board in reasonable time before the meeting. The point is made that these minutes have been circulated to the Board several weeks beforehand, have already been discussed before, some already twice, and now need to be finalized and approved. Furthermore the Chair states that the requirement to sign the confidentiality agreement was explicitly stated in the AGM and is further stated in the newsletter circulated after the Board meeting. This is confirmed by some Board members and contested by some others. The Board discusses the issue and agree to put the minutes to vote.

**The Board votes on the Board reports:**

*Approval of the Board report of 15/2/2021 : **15 yes 94% - 2 no 15% - 1 abstain 6%**  
Approval of the Board report of 04/3/2021 : **14 yes 78% - 2 no 11% - 2 abstain 11%**  
Approval of the Board report of 15/3/2021 : **14 yes 74% - 3 no 16% - 2 abstain 11%**  
Approval of the Board report of 31/3/2021 : **13 yes 68% - 4 no 21% - 2 abstain 11%***

**The four Board meeting reports have been approved by majority.**

#### **II. Points for vote**

The top-up document prepared in the Budget Working group has been sent to all board members prior to the meeting.

**The Board votes on the top-up:**

*Does the board support the prolongation of the top up policy of our staff based on the projection up to the end of the financial year of a max. amount of 23.670,58€ and without creating a precedent for any decision to be taken for the next financial year?:*

**15 yes 83% - 1 no 6% - 2 abstain 11%**

**The Board approves the top-up by majority, 83%.**



### III. Discussion Points

#### A. Tragic event of last week – APEEE actions going forward with respect to pupil wellbeing.

Following the passing of a student on Sunday 2<sup>nd</sup> May, a meeting was held last on 6<sup>th</sup> May 2021 by the HSS working group.

The meeting discussed how to support pupils and the school. Board members report many questions from parents and the desire for a reflection on whether any changes need to be made to policies on antibullying.

Following a meeting on Friday 7<sup>th</sup> May, held by the one section, a common request to ask the school to have an analysis to see if there were any gaps has arisen.

A feeling shared by a majority of that section parents present at the meeting on Friday is that the students say they do not trust the school system (psychologist, teachers, etc.) for such issues. The section has put forward the need to take concrete actions. They have stated that they will support the APEEE in asking the school to engage in a root cause analysis initiative.

Several Members support this initiative. Some other Members supported the root cause analysis upon a request of the parents of the deceased student. Another section also raised the need for the school to launch a root cause analysis.

Members raise what the APEEE as an associate and partner to the school, could do. Parents are interested to know in what has been done and what concrete actions have been put in place. Suggestion to reach out to the Secretary General and reiterate the need of more wellbeing resources in school.

The Board discussed different possible actions that could be envisaged and discussed with the school. It is agreed to communicate these concerns to the school and request a meeting is convened for this purpose:

- What additional support can be provided/made available to pupils?
- Re-analyze the outcomes of the wellbeing survey launched in 2020
- Increase the communication regarding the wellbeing projects and objectives?
- Involvement of stakeholders such as pupils teachers and parents in crisis response team
- Assessment and potential upgrading if needed of current policies in respect of anti-bullying, child protection, grief/loss
- Suggestion to implement KIVA in EEB2.
- Give a broader role and function to the Wellbeing Advisory Board (discuss follow up actions)

**Action Point:** B. Davidsson to gather actions and suggestions to create a useful dialogue with the school and how can the APEEE participate in the process and report back to the parents.

**Action Point:** to ask for an urgent meeting with Ms Malik, Ms Meeus, M. Schmelz, M. Cregan, M. Van De Capelle on this matter and to see what more can be done in terms of creating a crisis response approach and to ensure other pupils are safeguarded.

The Board will need to inform the parents that the APEEE has taken the issues up with the school and what they plan on speaking about.

**Action Point:** draft letter to Ms Malik to organise a meeting



**Action Point:** draft a letter for the parents to inform them what actions the APEEE has taken and that the APEEE is proactively reacting. The letter would identify the topics that will be raised with the director. D. Zelinger and N. Karpenko volunteer to help draft the letter.

B. Last 2 weeks of school.

The 4 Brussels schools have announced that school will be for half days only during the last two weeks and for pupils doing B-tests and exams, school will end once these are completed (S5-S7)

The APEEE has forwarded to the school management the letter prepared by the EEB1 APEEE requesting that this decision is reversed. APEEE EEB3 has also supported this position. APEEE EEB4 does not support this position. EEB1 are intending to contact the office of Commissioner Hahn to request a meeting on this topic. Question is asked of whether the APEEE at EEB2 should be present in such meetings. It is agreed that it should.

**Action Point:** G. Houghton-Clarke to confirm that he will attend the meeting.

OIB Parents have received an email on Friday 7<sup>th</sup> May on the OIB services stating the garderies would receive the children when they finish their school day. The garderies will "adapt their timetable".

A clear majority of Members oppose the cutting short of the last two weeks of school, in particular for nursery and primary. Questions regarding whether this can be without approval through the Admin Boards or discussion with stakeholders. View is expressed that the additional time could be better used in Secondary for helping pupils catch up, as there is significant concern about pupils having fallen behind due to the difficult circumstances of teaching and learning during the pandemic with the risk that more may fail the year. It is stated that for primary and nursery, the arguments presented by the school for significant additional time needed for class councils are not convincing. The APEEE is also concerned that no precedent should be set such that the supposed 180 days of schooling that is to be provided is further compromised. Some Members support the cutting short of the last two weeks of school. They mention that teachers should not be put in a position to participate in class councils until late in the night. Since the School and the OIB will organize child care in the afternoon for nursery and primary children, parents will not have problems to balance their professional and private lives.

The plan for this period is discussed. The school will arrange activities for Primary and Nursery pupils during periods 7 & 8. No arrangements will be made for Secondary pupils. Parents may collect their children directly from the school as of lunchtime (12:50). The APEEE will run normal bus service at 15:30 with bus monitors. It will endeavor to add a service at 13:00 but as it cannot provide bus monitors on this service, so only Secondary pupils will be allowed to use it.

A service to the OIB Garderie will also be arranged.

C. Secondary assessment and failure rates.

*Points to be raised for the CEES meeting (18th May)*

- Ask for information on what is going to happen and in case of evidence of learning difficulties and results being lower, what could be done to remedy.
- Address the situation, the support and the issue of promotion (will they be lenient – strict – flexible approach to see that everybody is promoted this year).
- The CEES representatives will ask the school to be lenient and not have a higher failure rate.
- Ask to organize the educational support for the students that are at risk this year and organize it upstream.



A letter with the questions has been sent to M. Schmelz prior to the meeting on the 18<sup>th</sup> May.

*Meeting postponed to Wednesday 19<sup>th</sup> May.*

**Following the approval (80%) during the last Board meeting on the time limit for the Board meetings. The items that have not been dealt within the time limit, will be automatically postponed to the next Board meeting which will take place on Wednesday 19<sup>th</sup> May.**

#### **C.A. 19-5-2021**

#### **I – Agenda points**

The Board votes on the agenda: **16 Yes 100% - 0 No 0% - 0 abstain 0%.**

**The agenda is approved by majority.**

Members raise topics they wish to discuss under "AOB – Any Other Business" during the meeting. The added topics are:

- Corona concern due to the spacing during the breaks
- Highlights of CHS meeting
- Highlights from CEES meeting
- Info on Evere Security
- Indication of votes in the minutes

#### **II – Discussion points**

##### **A. New school policy of preventing contact between APEEE and CDE**

Information is given concerning the new school policy on contact between APEEE and CDE. It is discussed how the APEEE will respond and find a solution. Members discuss different approaches to find a solution to work with the CDE and the school. The APEEE needs to work with the CDE and consider the CDE Committee as a partner.

Board agrees (13 Board members in favor 1 Board member said no, 4 Board members abstain) to follow a course of action, which is to:

- Inform CoSup,
- Inform Interparent,
- Write to Mr. Beckman to ask for a meeting between APEEE Board members, Ms Malik and Mr. Beckman to discuss.

##### **B. Zero emissions buses**

The transport working group coordinator had a meeting with other APEEE transport coordinators from the other Europeans schools and discussed the following:

- Speak as one voice regarding the communication and contacts with the bus companies, and that the greening of the buses is a common ambition.
- The cost linked to the zero emissions ambition: the APEEEs Transport Coordinators discussed to find a solution at a strategic level within the Commission, and to engage with the parents to promote the ambition.

*CHC*



Members discuss further solutions and suggest mentioning in the upcoming newsletter to mobilize the parents working for the institutions to create a political momentum for carbon neutrality and zero emissions in the EEBs.

**Action Point:** to investigate additional alternatives (CNG, ...)

C. *SAC debrief*

The SAC meeting was held on 30<sup>th</sup> April, the following topics were discussed:

**Evere:** 30% of the construction was destroyed in the fire. A contingency plan has been previously established by a working group comprising Mr. Pála, Ms Malik and Mr. Houghton-Clarke. Ms Malik has identified and secured the agreement for a temporary site with the local commune, in the event that the Evere school is not ready in time. A security review at the Evere site will be organized by the RdB, the Commission and OIB were invited to participate. With regards to the terrorism trials and any associated security risk, details of how this will be managed are still awaited from the Federal Ministry of Justice.

**Action Point:** G. Houghton-Clarke to enquire of the Secretary General if any information has been provided on the security arrangements

**Bus facilities of Evere:** the APEEE has asked for 40 bus spaces but will only receive 30. This will prevent the service covering all areas of Brussels, hence more parents will need to drive their children to the school. This is not anticipated to be a problem in the first year as the number of pupils will be low. Furthermore, the RdB has finally replied to the business requirements submitted by the APEEE in November for the Bus parking area. It has not agreed to most of these. The school and APEEE will discuss how to address this issue as the lack of certain key facilities will hinder the APEEE ability to run the service

**SAC meetings:** K. Malik has proposed to reorganize the SAC and to have more regular meetings, introducing *petit SACs*, which meets more frequently. K. Malik stated she would send a proposal but has not sent her draft yet.

**School assessment:** the School has to publish a report which details how they organize assessments, which is the follow up of the assessment done in 2018. The APEEE Board representatives have provided comments on the draft report. The teachers' representatives stated they were lacking support to improve how assessments are done. D. Cregan is looking into how they can assess with digital tools. The School has commented they will add a chapter on educational support for special needs.

**Safety and security:** K. Malik has asked for prevention and protection committees which are legally required in every structure with more than 50 staff members. Different levels of groups have been created, a high-level group composed of 3 members (herself and administrative representatives), a second level group with stakeholders, third level group related to fire drill and infrastructure issues. Information on formalities have been requested by the APEEE Board on the implementation of these Committees.

**Overheating of primary building:** A ventilation system will be installed in Quarter 4 of this year. This will be a complete solution to manage air circulation and temperatures. The APEEE has asked what will be done for this year – at present there is no solution. .

**Quick covid testing for students (in Belgium and EEB):** the rapid testing is being done for teachers, but the Belgian schools confirm they do not have the resources to test the students on a mass basis.



The APEEE has suggested to K. Malik to test when clusters occur, and not to test the entire school population. It is understood that EEB1 are exploring such a policy. K. Malik will inquire with EEB1.

**Teacher outcome internal research on mental wellbeing:** results show a high level of stress amongst teachers. The APEEE Board is awaiting a copy to share with the entire Board and confirmation about sharing the document with parent community.

**Pedagogical impact in secondary:** discussion on failure rates in S5 and B tests in S4, proving to be highly stressful for pupils. During the SAC, question regarding what was going to be done in terms of learning support and in terms of mitigation. J. Schmelz has confirmed he has not ruled out providing more learning support or taking into account the pandemic when decisions are made about who will pass or fail the year

**Last two weeks of school:** The school management wish to end school early for years S5 and S6 and to have half days in both the Nursery/Primary and Secondary schools for the last 2 weeks. The reason given is the need to hold more lengthy class councils than usual given the impact of the pandemic on learning outcomes.

The APEEE has expressed concern at the shortening of the school year and pointed to the regulations requiring 180 days schooling and for class councils to be held outside teaching hours. The APEEE would be in favour of using the extra time provided by the cancellation of the BAC orals to help pupils in Secondary catch up with the schooling that has suffered during this period or for other constructive purposes. It is not explained why Nursery and Primary need extra time for Class Councils as they have experienced almost full in situ teaching so no different to a normal year. Ending school early will be very difficult for Primary and Nursery parents who are working and cannot take time off for childcare in the afternoons.

The Board discusses the risk of mixing bubbles and the bus service for the pupils for the last two weeks of school. Letters from EEB1 APEEE and parents have been circulated to the School management and OSGES. Suggestion to send a communication about the services in due time.

**Action Point:** send an email to the school management bringing up the mixing bubbles concern and suggesting making the presence during the last two weeks of school voluntary.

The Board votes "*do you support forwarding EEB1 letter to the same recipients with our support?*" :  
**12 yes 67% - 4 no 22% - 2 abstain 11%.**

**The Board approves forwarding the letter by majority.**

**Action Point:** President to forward EEB1 letter to the same recipients with the Boards' support.

D. Confidentiality agreement

The APEEE lawyer has stated during the AGM that the signing and drafting of the confidentiality agreement is a decision that is taken by the Board not by the General Assembly. The Board discusses the matter and agrees to consult the DPO for a second opinion.

**Action Point:** contact the DPO for a second opinion.

**C.A. 24-6-2021**

CHC



## **Introduction**

Requests concerning the agenda of the meeting, to move up points 10 and 11 and to add an AOB point regarding the CEA meeting 24/6/2021 debrief.

## **Agenda Points**

### **1. Approval date of the Board meeting**

The Board votes on the date 24-6-2021 of the Board meeting: 13 yes 100% – 0 no – 0 abstain.

**The Board meeting date is approved at unanimity 100%.**

### **2. Approval of the agenda**

The Board votes on the agenda: 13 yes 93% – 1 no 7% – 0 abstain.

**The agenda is approved by majority vote 93%.**

### **3. Approval of the Board meeting report of the 15/04/2021**

The Board votes on the Board report of 15/04/2021: 12 yes 86% – 2 no 14% – 0 abstain.

**The Board meeting report is approved by majority vote 86%.**

## **Discussion Points**

### **A. COI (conflict of interest)**

Conflict of interest regarding a Board member – being an APEEE Extra-curricular monitor and Board member. The issue is closed, as the person has stepped down from their role as Extra-curricular Coordinator.

### **B. Dates: AGM (3/2/2022) & September (21/9) & October (14/10) Board Meetings**

The Board votes on the AGM date & September & October Board meetings dates: *Do you approve the AGM date (3/2/22) and the next Board meeting dates (21/9 & 14/10/21)?*

14 yes 93% – 0 no – 1 abstain 7%.

**The three dates are approved by majority vote 93%.**

### **C. Approval Contract Scolarest**

The Board votes on the Scolarest contract for the Evere canteen service: *Do you approve the Scolarest contract to be signed?* 15 yes 100% – 0 no – 0 abstain.

**The signing of the Scolarest contract is approved at unanimity 100%.**

### **D. Approval of IT Proposal**

The current IT infrastructure is reaching the end of its useful life and presents challenges in terms of service offering, security, availability of updates and maintenance. Necessary security measures have been taken to harden the system and ensure resilience after a recent incident. The IT Working Group has conducted an in-depth analysis of the situation and concluded that the system must be replaced. This is an urgent issue that requires attention.



We need to find a cost effective and secure solution to upgrading the software and to managing the IT environment on an ongoing basis. After an initial market survey where several IT companies have been contacted, the IT Working Group did an in depth analysis of two IT providers. The respective advantages and disadvantages of each supplier were discussed. Of the two providers, the IT working group presented one supplier as its preferred choice. The IT Coordinator presented the offer, sent beforehand to the Board. The Board discusses the IT management and implications.

The Board votes on the IT Salesforce proposal: *Do you approve the IT Proposal of Salesforce?* 16 yes 100% – 0 no – 0 abstain.

**The IT proposal of Salesforce is approved by unanimity 100%.**

E. Approval of Privacy Document

The privacy document was sent beforehand to the Board. Members have worked with the DPO, and the privacy policy is the result of the meetings held during these last months. The document defines, among others, the reasons of the process of the data, the data collected and processed, the transfer of data, the length of the retention of the data, as well as the exercise of rights of the individuals whose data has been collected.

The document is to be published on the APEEE website and is a living document. The taskforce dataprotection is currently working on updating the cookies policy in cooperation with the DPO. The Board discusses questions regarding the timeframe of the retention of the data and categories. Suggestion to request a training for Board members regarding the GDPR (including new members as of January).

The Board votes on the privacy document: *Do you approve the Privacy Document?* 16 yes 100% – 0 no – 0 abstain.

**The Privacy document is approved by unanimity 100%.**

F. CEP&M Coordinator

CEP&M current coordinator mentions the need to step back following personal developments and asks her back up to take the lead on the CEP&M working group. The Board votes on C. Pyka for CEP&M coordinator: 13 yes 87% - 2 no 13% - 0 abstain.

**The Board approves C. Pyka as CEP&M coordinator by majority vote 87%.**

G. EGM

A request was sent to the Board just before the Christmas holidays to hold an EGM. Members discuss the request to organise an EGM.

The question is debated as to what action to be taken regarding the request received in December 2020 to hold an EGM on issues relating to the APEEE Confidentially agreement.

One point of view is that time was allocated to the issues raised at the AGM. All parents were informed in advance of this and the Agenda of the AGM was voted to allow this time, with a scheduled Agenda item on distance learning being cancelled to make the time available. Several board members expressed the opinion that the issue has therefore been addressed already at the AGM and there is no need for a further EGM on the same topic.

Various Board members reported that their sections had not been happy that this one issue had received so much time at the AGM already.

The counter view is that there remains an outstanding obligation to host an EGM according to the Art. 9§3 of statutes of the APEEE which states that an EGM must be held if 10% of the parents request.

The option of holding an EGM which is also an update on various issues to parents, and is therefore of interest to the majority of parents to attend is discussed.

Proposal is made to ask parents for their views on this; are they in favour of an EGM or do they feel the issue is sufficiently covered already in the AGM. Proposal is made for a central email from the APEEE to all parents on this topic to understand parents views.

A member raises the conflict-of-interest present as the parent who signed the request to organise the EGM, is, since February, a Board member and can vote on the organisation of such.

The Board discusses and suggests for members to consult their section and class representative regarding the issues raised at the EGM, through a centralised message with discussions to clarify the topics. The resolutions asked to be voted on during the EGM are read.

**Action Point:** O. Kostinaitė-Grinkevičienė to prepare a proposal for the Board on how parents should be consulted for their views on this issue.

The Board votes on whether to reach out to parents for their opinion.

*Does the Board agree to reach out to parents to ask if they wish to organise an EGM on these particular topics?* 14 yes 82% – 3 no 18% – 0 abstain.

**The Board approves to reach out to parents by majority vote 82%.**

H. Update from WAB meeting of 27/05/2021

Request to have the update WAB meeting report in writing.

**Action Point:** D. Zelinger and S. Kálmán will circulate the report they have written as soon as possible.

### **C.A. Extra-ordinary 13-7-2021**

#### **Introduction**

Meeting is convened to discuss and vote on the outsourcing of the bus supervisor service to *GroupCleaning* and the Board meeting reports.

#### **Agenda Points**

##### **1. Approval of the agenda**

**The Board votes on the agenda: 10 yes 91% – 1 no 9% – 0 abstain.**

Vanessa Aulehla: yes

Bengt Davidsson: yes

Andrea Grgić: no

Sebastian Guerrero: yes

Giles Houghton-Clarke: yes

Raquel Jimenez Lopez: yes

Ona Kostinaitė-Grinkevičienė: yes

Minna Melleri: yes

Johanna Schulyok: yes



Kevin Smith: yes  
David Zelinger: yes

**The agenda is approved by majority 95%.**

**2. Approval of the Board meeting reports of the 10/05/2021 and 19/05/2021**

**Proposition is made to note down in the Board report who has voted yes, no or abstain for each vote, except when it concerns voting for people which in that case the vote will remain anonymous.**

**The Board votes on the Board report of 10/05/2021: 11 yes 79 % – 2 no 14% – 1 abstain 7%.**

Vanessa Aulehla: yes  
Bengt Davidsson: yes  
Pim Gesquiere: no  
Andrea Grgić: no  
Sebastian Guerrero: yes  
Giles Houghton-Clarke: yes  
Raquel Jimenez Lopez: yes  
Ona Kostinaitė-Grinkevičienė: yes  
Minna Melleri: yes  
Johanna Schulyok: yes  
Kevin Smith: yes  
Michael Teutsch: yes  
Anna Yavorska: abstain  
David Zelinger: yes

**The Board votes on the Board report of 19/05/2021: 11 yes 79% – 2 no 14% – 1 abstain 7%.**

Vanessa Aulehla: yes  
Bengt Davidsson: yes  
Pim Gesquiere: no  
Andrea Grgić: no  
Sebastian Guerrero: yes  
Giles Houghton-Clarke: yes  
Raquel Jimenez Lopez: yes  
Ona Kostinaitė-Grinkevičienė: yes  
Minna Melleri: yes  
Johanna Schulyok: yes  
Kevin Smith: yes  
Michael Teutsch: yes  
Anna Yavorska: abstain  
David Zelinger: yes

**The Board meeting reports are approved by majority 79%.**

**Discussion point**

**1. Bus supervisor service**



The Board is asked to approve the proposal to outsource the bus supervisor function to the APEEEs contracted out services supplier Group Cleaning. This will ensure that the APEEE is able to provide bus supervisors on all buses where needed, which is currently difficult to achieve due to the shortage of bus monitor staff. Secondly it will give greater flexibility to the APEEE to manage its operations as required by the current challenging circumstances. Bus monitors will be offered roles with Group cleaning at their current remuneration levels. A discussion ensues on the proposal.

A Board member opposed this measure on the basis of that Board member's belief that the repeated short term CDD contracts created a right of these staff to a CDI contract. This view is not supported by the APEEE lawyer, who has prepared the arrangements for bus supervision service to be operated by Group Cleaning.

**The Board votes on outsourcing the bus supervisor service: *do you agree to move forward with the GroupCleaning proposal for the bus supervisor service?* 10 yes 71% – 3 no 21% – 1 abstain 7%.**

Vanessa Aulehla: yes

Bengt Davidsson: yes

Pim Gesquiere: no

Andrea Grgić: no

Sebastian Guerrero: yes

Giles Houghton-Clarke: yes

Raquel Jimenez Lopez: abstain

Ona Kostinaitė-Grinkevičienė: yes

Minna Melleri: yes

Johanna Schulyok: yes

Kevin Smith: yes

Michael Teutsch: yes

Anna Yavorska: no

David Zelinger: yes

**The proposal is approved by majority 71%.**

Action Point: Make the change: from "cantine" in article 7.2 of the contract to "transport".

Action Point: move forward with the signing of the contract with *GroupCleaning*.

### **C.A. 21-9-2021**

#### **Introduction**

Members raise topics they wish to discuss and add to the agenda. The added topics are:

- Departures and replacements of Board members.
- Update on the WAB Committee, the meeting with the European Commission and the exchange of messages with the school management.

#### **Agenda Points**

##### **3. Approval of the agenda**

**The Board votes on the agenda: 12 yes 80 % – 2 no 13 % – 1 abstain 7 %.**

Vanessa Aulehla: yes

Bengt Davidsson: yes

Szilvia Kálmán: yes

Minna Melleri: yes



Catarina Duarte Gomes: yes  
Pim Gesquiere: no  
Andrea Grgić: no  
Sebastian Guerrero: yes  
Giles Houghton-Clarke: yes  
Raquel Jimenez Lopez: yes

Christine Pyka: yes  
Johanna Schulyok: yes  
Kevin Smith: yes  
Anna Yavorska: abstain  
David Zelinger: yes

**The agenda is approved by 80 %.**

**Discussion point**

1. *Approval of the dates for the November and December Board meetings.*

**The Board votes on the Board date meeting Tuesday 16<sup>th</sup> November 2021: 14 yes 100 %**

Vanessa Aulehla: yes  
Bengt Davidsson: yes  
Catarina Duarte Gomes: yes  
Pim Gesquiere: yes  
Andrea Grgić: yes  
Sebastian Guerrero: yes  
Giles Houghton-Clarke:  
Raquel Jimenez Lopez: yes

Szilvia Kálmán: *not recorded*  
Minna Melleri: yes  
Christine Pyka: yes  
Johanna Schulyok: yes  
Kevin Smith: yes  
Anna Yavorska: yes  
David Zelinger: yes

**The November Board meeting date is approved by 100 %.**

**The Board votes on the Board date meeting Thursday 16<sup>th</sup> December 2021: 14 yes 100 %.**

Vanessa Aulehla: yes  
Bengt Davidsson: yes  
Catarina Duarte Gomes: *not recorded*  
Pim Gesquiere: yes  
Andrea Grgić: yes  
Sebastian Guerrero: yes  
Giles Houghton-Clarke: yes  
Raquel Jimenez Lopez: yes

Szilvia Kálmán: yes  
Minna Melleri: yes  
Christine Pyka: yes  
Johanna Schulyok: yes  
Kevin Smith: yes  
Anna Yavorska: yes  
David Zelinger: yes

**The December Board meeting date is approved by 100%.**

**Action Point:** during the October Board meeting, the Board will schedule a January Board meeting (prior to the AGM).

- a. *Organisation October Board meeting via company Cii to present new voting system for AGM*

The IT WG met with Cii on 5<sup>th</sup> of July for the company to present their offer and capabilities in terms of interpretation, streaming platform and voting system. Cii interpreters were hired for the 2021 AGM for English/French and French/English interpretation.

The proposal of the IT WG is to invite Cii during the next Board meeting held in October, to test their voting platform and allow Board members to ask their questions regarding the software. The question was raised if in case of proxies the system would enable differentiated voting. The answer was given that this would need to be clarified with Cii.

**Action Point:** invite the company CII to set up the October Board meeting via their platform and using their voting system.



## 2. Annual General Meeting

### a. Planning & who to invite for the AGM 03/02/2022.

The next AGM will be organised on Thursday 3/2/2022 at 19:00. In order to prepare the agenda, the Board is asked to reflect on who they would like to invite to the AGM such as, the school management or any other visitors to the AGM. Proposition to Board members to think about this and have a proposal ready for discussion at the next Board meeting (14<sup>th</sup> October 2021).

### b. Resolutions.

At the AGM resolutions will be proposed. Concerning the resolutions, it's important to know that in case amendments are to be proposed to the APEEE statutes or rules of procedures, certain deadlines need to be taken into account:

- Any proposal of which the object is to amend the Statutes shall be made by the Administrative Board. The Administrative Board shall give the members of the Association not less than one month's advance notice of the date of the AGM which will decide on the said proposal. The General Meeting may only debate amendments to the APEEE statutes if the amendments have been explicitly indicated in the notice convening the meeting and if at least two thirds of the full members are present or represented at the meeting. In case resolutions are proposed which change the APEEE statutes then documents for the AGM need to be ready 1 month before the AGM.
- The General meeting may adopt internal rules of procedure. A three-fifths majority of the full members present or represented shall be required for the purpose of approving or amending the rules of procedure. Any proposal to amend the rules of procedure, submitted by the Administrative Board and sent to the Secretariat at least one month before the General Meeting.

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

### c. Financial report 2020-2021.

A copy of the financial report 2020-2021, as well as the budget 2021-2022 will be prepared and send to the budget working group, and shared with the Board. Auditor will start the audit of the financial accounts during the month of October and finish the audit in November. Ms Divers, the Auditor, will be invited to the November Board meeting to present the audit report.

### d. Annual report 2020-2021.

All Board members will receive a copy of the annual report 2020 as an example in order to prepare for the annual report 2021. Each working group responsible is asked to send their text to A. Galle by 15<sup>th</sup> November 2021 in order for the annual report to be approved at the December Board meeting.

## 3. Teachers' appreciation day October 2021.

Last year, the APEEE, to show appreciation, delivered flowers and cards to teachers. For the 2021-2022 school year, a request is made to approve a budget to deliver flowers and cards in the staff teachers' room. It has been agreed with the school that the school would be offering the chocolates and the APEEE the flowers and cards.

Discussion of including the APEEE staff in the appreciation day October 2021. Remarks that the APEEE staff is offered a goodie bag for Christmas. Suggestion to ask the children to draw/paint cards or banners for the monitors and supervisors. The Board agrees to discuss what could be done for APEEE staff offline.



**Action Point:** A. Galle to discuss with the Service Manager how appreciation could be shown to the APEEE monitors.

**The Board votes on the approval to allocate 550€ to the teachers' appreciation day Woluwe & Evere: 14 yes 100 %.**

Vanessa Aulehla: yes

Bengt Davidsson: *not recorded*

Catarina Duarte Gomes: yes

Pim Gesquiere: yes

Andrea Grgić: yes

Sebastian Guerrero: yes

Giles Houghton-Clarke: yes

Raquel Jimenez Lopez: yes

Szilvia Kálmán: yes

Minna Melleri: yes

Christine Pyka: yes

Johanna Schulyok: yes

Kevin Smith: yes

Anna Yavorska: yes

David Zelinger: yes

**The Teachers' appreciation day budget is approved by 100%.**

**4. Covid situation at Woluwe: discussion on measures to be taken to ensure pedagogical continuity and risk reduction.**

On Friday 17<sup>th</sup> September the school informed parents of distance learning measure to be applied to P3-P4-P5 pupils, following the outbreak of COVID-19 cases and clusters in primary classes. The distance learning will be delivered from 20<sup>th</sup> September to 1<sup>st</sup> October 2021. Following the schools' decision, parents have raised concerns which have been gathered in a letter written by Vice-President M. Teutsch to be sent to the school management asking, amongst other questions, the legal basis of the decision and the decrease of educational quality. The draft of the letter has been shared to the Board members prior to the meeting.

During the School's C.A on Tuesday 14<sup>th</sup> October, the COVID-19 topic was raised. The school confirmed the numbers were at an all-time high. The APEEE members attending, presented a document gathering preventative measures which they believe the school should introduce.

The document was shared with other APEEEs who presented it to their Admin Board. The document has 3 components:

- Testing on a regular basis (2x week all pupils, pool testing or test when a cluster occurs in a class).
- Ventilation solutions.
- Gathering vaccination data.

A. Beckmann confirmed at the school Admin Board that the German European Schools are implementing COVID testing on their pupils. A. Beckman also noted that the testing is enforceable in Germany but is not in Belgium and raised the concern about resources.

The C.A discussed the decision-making process. A. Beckmann said at the school Admin Board he will be looking to the Central Office level in terms of legal feasibility and confirmed the decision would be taken by the 4 Brussel's directors, wanting one solution for all EEB.



The Board discusses the different options, GDPR uncertainty and solution of testing via saliva (available in Germany) as it is less invasive for younger children. Suggestion to have the APEEE promoting vaccination.

#### APEEE Services

Buses are currently treated as a class, therefore if there is a cluster (established at two COVID-19 positive pupils), the bus is quarantined. The consequence is secondary students, who may be vaccinated are excluded from school due to quarantine, even when their class is not.

Therefore, the APEEE wrote to COCOM to get clarity on the situation. The COCOM confirmed the buses are treated like a classroom, but if:

- Fully vaccinated a test is requested under 72h, if the test negative you can come back to school. A test at day 7 is also required.
- Partially or not vaccinated, a test is requested under 72h, if the test is negative, the student is still required to quarantine and test on day 7, if negative the student can come back to school.

The Board agrees, in order to prevent continuous school suspension, to amend the letter written by M. Deutsch and send it to the school.

**Action Point:** Members to send their modifications on the letter to M. Deutsch. Once the message is agreed on, communicate the letter to the school with individual signing.

**Action Point:** Communicate to parents the APEEE has raised their concerns to the School Management.

#### Ventilation

The ventilation was discussed during the C.A School meeting. The school confirmed that for Woluwe, in 2020, a ventilation system would be installed, which is computer controlled, and able to control the air quality throughout the school, as well as provide the data. Because of this plan the Board did not request CO2 monitors. The Board was informed the air quality is monitored in the primary building but not working at present in the secondary building. The Board has requested the school asks the free ventilation audit from the Belgian government to collect advice on what can be improved and apply the recommended measures.

The topic will be discussed during the CSH meeting with EEB2 on Friday 24<sup>th</sup> September. T. Van De Capelle has informed A. Galle, the school has received a CO2 monitor (type Testo). A. Galle has asked T. Van De Capelle to test the air quality in the canteen and in the sports hall.

**Action Point:** Ask the school to provide the data on ventilation monitoring and air quality.

**Action point:** APEEE contact IDEWE for additional information and recommendations concerning possible ventilation audit at our school.

The meeting comes to end, and the Board agrees to send two notifications to the Moniteur Belge. One regarding the removal of the members who have left the Board, and another message once the new Bureau member has been chosen. Process to inform the Moniteur Belge about the 3 Board members



who have left the Board recently has already been launched. Letter with the information is ready to be signed by the President and the Vice-President.

The meeting and discussion points are postponed.

5. Update APEEE Statutes by S. Parsa to be compliant with the new law
6. Report from school CA meeting of 14<sup>th</sup> September 2021
7. Departures and replacement
8. WAB Board Meeting – Meeting with European Commission – School exchange update
9. EGM

AOB. Update on data protection: cookies policy.

### **C.A. 14-10-2021**

#### **Introduction**

Meeting is convened to discuss the topics on the agenda, circulated prior to the meeting and test the KUDO platform as a potential platform for the AGM 2022.

18h30: KUDO platform is opened in advance to test features. Reminder, to speak, a person needs to request the floor, for the chair to give the floor. Issues were brought up by members when trying to connect and voting rights.

**Action Point:** V. Buck to check with Kudo Engineering to see if to have 9 or 10 people on the floor at the same time is manageable.

The following topics are added to the agenda:

- Add the discussion of the budgets (reserves and where we are in the forecast)
- Harassment if time allows discussion.
- Sharing the calculations of the periscolaire budget (which are not shared to all Board members)
- Add votes on WAB volunteers

#### **Agenda Points**

##### *Approval of the agenda*

**The Board votes on the agenda via KUDO: 9 yes 70 % – 2 no 16,67% - 1 abstain 8,33%.**

The system Cii was not ready and configured yet to record the names of Board members of who voted what.

**The agenda is approved by 70 %.**

##### *Approval of the report of 24/06/2021 Board meeting.*

**The Board votes on the report of the 26/06/2021 extraordinary Board meeting: 9 yes 75% - 3 no 25%.**

The system Cii was not ready and configured yet to record the names of Board members of who voted what.

**The report of 24/06/2021 is approved by %.**

##### *Approval of the report of 13/07/2021 Extraordinary Board meeting.*



**The Board votes on the report of the 13/07/2021 extraordinary Board meeting: 8 yes 66.67% - 3 no 25% - 1 abstain 8.33%.**

The system Cii was not ready and configured yet to record the names of Board members of who voted what.

**The report of 13/07/2021 is approved by 66.67%.**

#### **Discussion point**

##### *Approval of the January Board meeting.*

**The Board votes on the Board date meeting Tuesday 18<sup>th</sup> January 2022: 12 yes 100 %**

The system Cii was not ready and configured yet to record the names of Board members of who voted what.

**The Board meeting date is approved by 100 %.**

##### *Annual General Meeting*

#### **e. AGM Update**

As of today, the information from the Commission on the reservation of the GASP meeting room at the Charlemagne building, is that they are only allowing a restricted number of people in the room due to Covid measures. Access is not allowed to persons who do not dispose of a Commission or Concilium badge. Discussion on a hybrid event and/or a 100% online event is held.

Board members discuss the aspects of organizing an AGM in both situations. Although members think it may be interesting, others are concerned about the risk. Board members agree to organize the AGM either 100% online or either 100% in situ in the meeting room GASP at the Charlemagne building.

#### **f. Approval of the financial accounts 2020-2021 to be presented to the AGM**

Presentation of the financial accounts 2020-2021, which was send to the Board prior to the meeting. The Board discusses the document. An audit by an independent Auditor will also be made, and who will present its' report at the November Board meeting.

**The Board votes on the financial accounts 2020-2021: 10 yes 76.92% – 3 no 23.08%.**

The system Cii was ready and configured to record the names and vote of the members.

|                            |                       |
|----------------------------|-----------------------|
| Bengt Davidsson: yes       | Szilvia Kalman: yes   |
| Pim Gesquiere: no          | Roberta Maggio: yes   |
| Andrea Grgić: no           | Minna Melleri: yes    |
| Giles Houghton-Clarke: yes | Christine Pyka: yes   |
| Raquel Jimenez Lopez: yes  | Johanna Schulyok: yes |
| David Zelinger: yes        | Michael Teutsch: yes  |
| Anna Yavorska: no          |                       |

**The financial accounts 2020-2021 have been approved by 76.92 %.**



**g. Reserves strategy**

The APEEE needs to have a certain amount in its reserve called the *passif social*. The Board discusses what the *passif social* and reserve imply. Proposition to discuss further during the next Budget WG meeting.

**10. Test questions via platform CII**

Mr. Buck presents the functioning of the platform in terms of proxies, votes, etc. The members and staff present participate in several votes in order to test the platform.

**11. Departures and replacements/WAB Volunteers**

The Board votes on the replacement of outgoing Board members' positions.

The Board votes on Johanna Schulyok as the official Coordinator of Communication working group.

**Johanna Schulyok is elected at 100% as new Coordinator of the Communication working group.**

The Board votes on the vacancy of a position in the Bureau, due to the leaving of N. Karpenko. Two members of the Board present themselves as candidates, the Board is asked to vote:

Kevin Smith: 10 votes 76.92%

Pim Gesquiere: 3 votes 23.08%

**Kevin Smith is elected as a new Member of Bureau for the position of Secretary of Information.**

The Board votes on Roberta Maggio's position as the official Coordinator of the PÉriscolaire working group: 12 yes 92.31% 1 no 7.69%.

**Roberta Maggio is officially elected Coordinator of the PÉriscolaire working group.**

The Board votes on the Learning Support Working group coordinator. Andrea Grgić volunteers to be a member of the group and its coordinator. The Board also discusses the invitation of an external party to participate in the working group.

The Board votes on Andrea Grgić as the new Coordinator of the Learning Support working group: 8 yes 61.54% - 2 no 15.34% - 3 abstain 23.08%.

**Andrea Grgić is elected by 61.54% as the Coordinator of the Learning Support working group.**

Andrea Grgić requests to be added to the PÉriscolaire working group.

The Board votes on the participation of a parent volunteer, on the condition of having signed the confidentiality and GDPR agreement, to the Learning Support working group: 6 Yes 50% - 5 no 41.67% - 1 abstain 8.33%.

**The Board agrees by 50% to accept the participation of a parent volunteer, on the condition of having signed the confidentiality and GDPR agreement to the Learning Support working group.**



Having the vote being quite close, the chair gives the floor to the newly elected coordinator, to ask how she wishes to move forward. A. Grgić, agrees to have the volunteer parent and move forward with him/her in the working group.

An extraordinary board meeting will need to take place before the All Saints break, to present and approve the Budget 2021-2022, therefore it is suggested to postpone the final discussion points to the extraordinary board meeting, notably: Budget projections 2021-2022, WAB volunteers, Code of Conduct, DPO Proposal.

Date of the Extra-ordinary Board meeting will be communicated shortly.

### **CA Extraordinaire 28/10/2021**

#### **Agenda Points**

##### **1. Approval of the date of the extraordinary Board meeting (28/10/2021 at 20h30)**

**The Board votes on the date: 15 yes 100%.**

Vanessa Aulehla: yes  
Bengt Davidsson: yes  
Catarina Duarte Gomes: yes  
Pim Gesquiere: yes  
Andrea Grgić: yes  
Sebastian Guerrero: yes  
Giles Houghton-Clarke: yes  
David Zelinger: yes

Raquel Jimenez Lopez: yes  
Roberta Maggio: yes  
Minna Melleri: yes  
Christine Pyka: yes  
Kevin Smith: yes  
Michael Teutsch: yes  
Anna Yavorska: yes

**The date is approved by 100 %.**

##### **2. Approval of the agenda**

**The Board votes on the agenda: 12 yes 80% - 3 no 20%.**

Vanessa Aulehla: yes  
Bengt Davidsson: yes  
Catarina Duarte Gomes: yes  
Pim Gesquiere: no  
Andrea Grgić: no  
Sebastian Guerrero: yes  
Giles Houghton-Clarke: yes  
David Zelinger: yes

Raquel Jimenez Lopez: yes  
Roberta Maggio: yes  
Minna Melleri: yes  
Christine Pyka: yes  
Kevin Smith: yes  
Michael Teutsch: yes  
Anna Yavorska: no

**The agenda is approved by 80%.**

#### **Discussion Points**

##### **Approval of the 2021-2022 APEEE Budget**

The final budget for 2021-2022 to be presented for final adoption at the AGM was sent prior to the Board meeting to the Board members who have signed the confidentiality agreement (in addition a written briefing was sent by the treasure to the whole Board). Following discussions on the document the Treasurer explained that discussions and votes were sufficiently held at budget, canteen and transport working group level ahead of this Board meeting and that no further questions were raised by email and therefore the Treasurer offers to vote to either: a. close the discussion and vote, b. give 5 more minutes or c. abstain. The Board votes and agrees at 60% to close the discussion and vote on the budget 2021-2022.



**The Board votes on 2021-2022 APEEE Budget: 11 yes 73% – 3 no 20% – 1 abstain 7%**

Vanessa Aulehla: yes  
Bengt Davidsson: yes  
Catarina Duarte Gomes: yes  
Pim Gesquiere: no

Raquel Jimenez Lopez: yes  
Roberta Maggio: yes  
Minna Melleri: yes  
Christine Pyka: abstain

Andrea Grgić: no  
Sebastian Guerrero: yes  
Giles Houghton-Clarke: yes  
David Zelinger: yes

Kevin Smith: yes  
Michael Teutsch: yes  
Anna Yavorska: no

**The 2021-2022 APEE Budget is approved by 73% and can be presented at the AGM.**

#### Code of Conduct

The Board members received a copy of the Code of Conduct for consultation process with the different language sections. Short discussion is held on how comments could be gathered.

**The Board votes on whether the proposed version of the Code of Conduct should be sent to the class representatives: 11 yes 79% - 2 no 14% - 1 abstain 7%.**

Vanessa Aulehla: yes  
Bengt Davidsson: yes  
Catarina Duarte Gomes: yes  
Pim Gesquiere: no  
Andrea Grgić: no  
Sebastian Guerrero: yes  
Giles Houghton-Clarke: yes  
David Zelinger: yes

Raquel Jimenez Lopez: yes  
Roberta Maggio: yes  
Minna Melleri: yes  
Christine Pyka: abstain  
Kevin Smith: yes  
Michael Teutsch: yes  
Anna Yavorska:

**The Code of Conduct is approved by 79%.**

#### Decision making procedure

**The Board votes on the proposal for the decision-making procedure** *"The Board delegates powers to the Bureau to make decisions on behalf of the Board, on the basis of the Board being consulted in advance via a vote. This power will expire at the AGM or whenever the Board votes to revoke it. This power is to be used only for decision that are taken outside Board meetings or are not already covered by powers delegated to WGs. All such votes and decisions will be recorded in the Board minutes"*:

This was proposed to facilitate decision making in between Board meetings and replicates a similar decision last year, as permitted under Article 17 of the Statutes

**12 yes 80% - 3 no 20%**

Vanessa Aulehla: yes  
Bengt Davidsson: yes  
Catarina Duarte Gomes: yes  
Pim Gesquiere: no  
Andrea Grgić: no  
Sebastian Guerrero: yes  
Giles Houghton-Clarke: yes

Raquel Jimenez Lopez: yes  
Roberta Maggio: yes  
Minna Melleri: yes  
Christine Pyka: yes  
Kevin Smith: yes  
Michael Teutsch: yes  
Anna Yavorska: no

CHC



David Zelinger: yes

**The decision making-procedure is approved by 80%.**

Proposal update APEEE Statutes by S. Parsa to be compliant with the new law.

R. Maggio presents the offer of S. Parsa for reviewing and adapting our statutes to the 2019 Belgian Code of Companies and Associations and to share the cost with APEEE Laeken. Concerns are raised if S. Parsa is best placed to take up this duty, as it would conflict with her position as the association's DPO. The majority of the board members expresses no concerns.

The Board agrees to vote on the proposal to update the APEEE Statutes to the 2019 Belgian Code of Companies and Associations: **12 yes 80% - 1 no 7% - 2 abstain 13 %.**

Vanessa Aulehla: yes

Bengt Davidsson: yes

Catarina Duarte Gomes: yes

Pim Gesquiere: no

Andrea Grgić: abstain

Sebastian Guerrero: yes

Giles Houghton-Clarke: yes

David Zelinger: yes

Raquel Jimenez Lopez: yes

Roberta Maggio: yes

Minna Melleri: yes

Christine Pyka: yes

Kevin Smith: yes

Michael Teutsch: yes

Anna Yavorska: abstain

**The proposal for adapting the APEEE statutes to the 2019 Belgian Code of Companies and Associations by S. Parsa is approved by 80%.**

Selection of APEEE participants for WAB WG.

Following the Well-Being Advisory Board meeting, the APEEE Board is requested to elect its representatives in the WAB working groups. The Board selects APEEE participants for the WAB working group.

WAB working groups are presented and the Board votes on two representatives.

For the life skills WG: Vanessa Aulehla and David Zelinger are voted as representatives.

For the anti-sexual harassment WG:

Giles Houghton-Clarke and Johanna Schulyok are voted as representatives.

For the anti-bullying WG: Catarina Duarte Gomes is voted as representative.

For the self-harm WG: Andrea Grgić and David Zelinger are voted as representatives.

For the LGBTQI+ Charter WG: Andrea Grgić and Szilvia Kalman are voted as representatives.

**The Board discusses the possibility of not being allowed to share documents from the mentioned WAB working groups with the Board. The Board agrees to share the names of the APEEE elected representatives and discuss with each WAB working group coordinator the sharing procedure.**

Next Board meeting is scheduled on 16/11/2021 at 19:00 online via ZOOM.

**CA 16/11/2021**

**Agenda Points**

**1. Approval of the agenda**

**The Board votes on the agenda: 10 yes 83 % – 2 no 17 %.**

|                            |                     |
|----------------------------|---------------------|
| Bengt Davidsson:           | Szilvia Kálmán: yes |
| Catarina Duarte Gomes: yes | Roberta Maggio: yes |
| Pim Gesquiere: no          | Minna Melleri: yes  |
| Andrea Grgić: no           | Christine Pyka: yes |
| Sebastian Guerrero: yes    | Kevin Smith: yes    |
| Giles Houghton-Clarke: yes | Michael Teutsch:    |
| Raquel Jimenez Lopez: yes  | David Zelinger: yes |

**Decision: the agenda is approved by 83 %.**

**2. Approval of the Board meeting report of the 21/09/2021**

**The Board votes on the Board report meeting of 21/09/2021: 11 yes 75% – 2 no 17% – 1 abstain 8%.**

|                            |                         |
|----------------------------|-------------------------|
| Bengt Davidsson: yes       | Szilvia Kálmán: yes     |
| Catarina Duarte Gomes: yes | Roberta Maggio: yes     |
| Pim Gesquiere: no          | Minna Melleri: yes      |
| Andrea Grgić: no           | Christine Pyka: abstain |
| Sebastian Guerrero: yes    | Kevin Smith: yes        |
| Giles Houghton-Clarke: yes | Michael Teutsch: yes    |
| Raquel Jimenez Lopez: yes  | David Zelinger: yes     |

**Decision: the Board meeting report is approved by 75%.**

**3. Presentation and approval of the report of the Commissaire aux comptes**

Mrs Divers (APEEE financial auditor) is given the floor to present the report to the Board. This document shows the balance sheet for the year 2020-2021. The result for the year is negative. Mrs Divers presents the breakdown of the financial report over the 5 departments of the APEEE. Last year the result had been entirely allocated to one department, Affaires Générales. Following the presentation of the report, the Board must vote and present a resolution on the allocation of the result to the General Assembly. The financial year and its results are explained by the closure of some of its services and the disruption caused by the measures related to COVID-19.

Mrs Divers answers questions from the Board members, pointing out that her report is a report intended for the Board, it is not to be distributed and is not the one which will be presented at the AGM.

Mrs Divers reminds the members of the financial closure procedure, the APEEE closes the yearly accounts each 31<sup>st</sup> August. The financial information of 2020-2021 is entered into the National Bank System, which generates an official report and produces annexes, all of which are submitted to the General Assembly for approval.

The Board discusses where the result of the year 2020-2021 will be allocated to 5 departments or to 1 department Affaires Générales. It was agreed last year that allocating the result to 1 department



approach would be more practical and better able the APEEE to utilise its financial resources as needed – especially important during these challenging times.

**The Board votes on the approval of the allocation of “Fonds affectés” to either all 5 departments or 1 department, Affaires Générales of the APEEE: 79% (11) are in favor of allocating the fonds affectés to 1 department, Affaires Générales against 21% (3) to allocate the fonds affectés to all 5 departments.**

|                                     |                               |
|-------------------------------------|-------------------------------|
| Bengt Davidsson: 1 department       | Szilvia Kálmán: 1 department  |
| Catarina Duarte Gomes: 1 department | Roberta Maggio: 1 department  |
| Pim Gesquiere: 5 departments        | Minna Melleri: 1 department   |
| Andrea Grgić: 5 departments         | Christine Pyka: 5 departments |
| Sebastian Guerrero: 1 department    | Kevin Smith: 1 department     |
| Giles Houghton-Clarke: 1 department | Michael Teutsch: 1 department |
| Raquel Jimenez Lopez: 1 department  | David Zelinger: 1 department  |

**Decision: the Board approves the allocation to 1 department, Affaires Générales of “Fonds affectés” at 79%.**

**The Board votes on the approval of the Report of the “Commissaire aux comptes”: 14 yes 95% - 1 abstain 5%**

|                            |                         |
|----------------------------|-------------------------|
| Bengt Davidsson: yes       | Szilvia Kálmán: yes     |
| Catarina Duarte Gomes: yes | Roberta Maggio: yes     |
| Pim Gesquiere: yes         | Minna Melleri: yes      |
| Andrea Grgić: yes          | Christine Pyka: abstain |
| Sebastian Guerrero: yes    | Kevin Smith: yes        |
| Giles Houghton-Clarke: yes | Michael Teutsch: yes    |
| Raquel Jimenez Lopez: yes  | David Zelinger: yes     |

**Decision: the Report of the “Commissaire aux comptes” is approved by 95%.**

Ms Divers has been invited to the Annual General meeting on 3/2/2022 to answer possible questions from the parents.

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

### **Discussion Points**

#### **1. Annual General Meeting**

##### **a. Draft agenda**

The Board discusses the draft agenda of the AGM. Suggestion to rewrite the agenda, the Board agrees on the items 1 to 5 and 7 on the drafted agenda, and to discuss the time allocated to each item, and item 6 offline.

##### **b. Number of vacant mandates**

14 vacant mandates and an additional 3 mandates, in total 17 vacant mandates for the 2021 AGM following the increase of the number of Board members from 22 to 25. The members discuss the possible allocation of the mandates.

**Action Point:** G. Houghton-Clarke to contact the Board to discuss ideas on ensuring how the 3 Evere mandates can be ensured for Evere parents.



### **C. Invitation call for member of the electoral office**

Each year, the APEEE sends out an invitation to the class reps to join the Electoral Office. Last year, following an exceptional situation (online AGM) and having sufficient outgoing Board members willing to join the Electoral Office, no prior invitation was sent out to class reps.

The Board agrees to send an invitation to class representatives and to discuss the procedure of the Electoral office in the next Board meeting (*Thursday 16<sup>th</sup> December*).

### **d. Resolutions for the General Assembly**

*The Board discusses and members suggest the following resolutions:*

- Resolution to add to the APEEE statutes the need for a written procedure.
- Resolution n°1 of the requested EGM of 14<sup>th</sup> January 2021 meeting.
- Resolution to add to the APEEE statutes the allocation of seats to Evere parents.
- Resolution on Code of Conduct.
- Resolution to add to the APEEE statutes to propose the modification of the percentage to request an EGM: request to be made by more than 50% of class reps, and any resolutions to be voted by more than 70% of present class reps.
- Resolution to add to the APEEE statutes that each elected Board member automatically accepts the confidentiality agreement and internal working rules of the APEEE.

**Action Point:** Members wishing to add a resolution, need to do so before the next Board meeting on 16/12/2021, because in case of a change of the APEEE statutes the proposed resolutions need to be mailed to the parents by 3<sup>rd</sup> of January (1 month prior to the AGM) at the latest.

### **Voting System**

The Board discusses the voting system of Cii and agree they will not go forward with the company for the AGM voting. The Board agrees the need to find an alternative.

**Action Point:** APEEE Staff and S. Guerrero to look into an alternative voting system.

### **2. EGM**

Legal advice given by the APEEE lawyers has been circulated to the Board. The Board discusses the advice and the next steps.

The Board votes on "*The Board has been advised by the APEEE lawyers that as the agenda of the AGM was changed in order to devote a large amount of time to discuss the issues raised in the EGM request, including the opportunity for members to debate, to question the APEEE lawyer and to propose resolutions, there is no obligation to organise a further EGM on these topics. Does the Board believe that the issue has been sufficiently dealt with so there is no need for an EGM?*" **10 Yes 72 % - 2 no 14 % - 2 abstain 14 %.**

|                                |                         |
|--------------------------------|-------------------------|
| Bengt Davidsson: yes           | Szilvia Kálmán: yes     |
| Catarina Duarte Gomes: yes     | Roberta Maggio: yes     |
| Pim Gesquiere: no              | Minna Melleri: yes      |
| Andrea Grgić: no               | Christine Pyka: abstain |
| Sebastian Guerrero: yes        | Kevin Smith: yes        |
| Giles Houghton-Clarke: abstain | Michael Teutsch: yes    |
| Raquel Jimenez Lopez: yes      | David Zelinger: yes     |

**Decision: the Board approves that the issue has been sufficiently dealt with and there is, therefore, no need for an EGM at 71%.**

The Board discusses how to inform parents, a suggestion to publish in the next newsletter is made and to send a communication to all parents about the decision.

### 3. **Overcrowding**

The President presents the topic. The PwC report was sent prior to the meeting and will be presented at the Steering Committee Brussels. The report states the school capacity should be of 2 462, and including the well-being aspect the number drops at 1 300.

Issues brought up that were not addressed by the report:

- Does not address safety and security.
- Does not address the EEB curriculum issue, PwC dealt with the school as a national school.
- Does not take into account well-being.

The 4 APEEEs and School managements have tried to address the above issues, but PwC did not include them citing their non-expertise. The report will be brought up during the Steering Committee Brussels scheduled on Friday 19<sup>th</sup> November.

The Board discusses the overcrowding issue and votes on the Central Enrolment Authority (CEA)'s proposal to create classes based on a threshold, **Plan A: 10 pupils, Plan B: 12 pupils**. Indeed, the Board needs to provide feedback by Wednesday 17<sup>th</sup> November 2021 at the latest.

**The Board votes on Plan A (10 votes – 72%) or Plan B (4 votes – 28%).**

|                               |                         |
|-------------------------------|-------------------------|
| Bengt Davidsson: plan A       | Szilvia Kálmán: plan A  |
| Catarina Duarte Gomes: plan A | Roberta Maggio: plan A  |
| Pim Gesquiere: plan B         | Minna Melleri: plan A   |
| Andrea Grgić: plan B          | Christine Pyka: plan B  |
| Sebastian Guerrero: plan A    | Kevin Smith: plan A     |
| Giles Houghton-Clarke: plan B | Michael Teutsch: plan A |
| Raquel Jimenez Lopez: plan A  | David Zelinger: plan A  |

**Decision: the Board supports Plan A by 72%.**

The Board discusses the proposal to write to the CEA, and Admin Board requesting that the population of Woluwe is brought down to 2462 over a 3 year period and that the Board of Governors and OSG either require the Belgian authorities to increase school capacity by 2022 (using the same modular technique as Evere) or if unwilling, reduced enrolment into the Brussels schools.

**The Board votes on sending the drafted letter on overcrowding to the Administrative Board of the Steering Committee Brussels and the CEA: 11 yes 79% - 3 abstain 21%.**

|                                |                      |
|--------------------------------|----------------------|
| Bengt Davidsson: yes           | Szilvia Kálmán: yes  |
| Catarina Duarte Gomes: abstain | Roberta Maggio: yes  |
| Pim Gesquiere: abstain         | Minna Melleri: yes   |
| Andrea Grgić: abstain          | Christine Pyka: yes  |
| Sebastian Guerrero: yes        | Kevin Smith: yes     |
| Giles Houghton-Clarke: yes     | Michael Teutsch: yes |

Raquel Jimenez Lopez: yes

David Zelinger: yes

**Decision: the Board approves on sending out the letter by 79%.**

#### 4. Update on IT project and updated Cookies Policy

IT projects were started a bit later than anticipated. Two projects (Salesforce CRM for the portal for the parents and Exact Online for the accounting part). The projects should be ready by June 2022, for next year registrations to APEEE Services. The IT infrastructure is being finalised for Evere.

The Cookies Policy was created in collaboration with the DPO. The document will be published on the website.

#### 5. Updates from recent meetings

As the meeting comes to an end, verbal agreement to have updates from the recent meetings sent offline.

Request to have a second APEEE representative for the working group "anti-bullying" of the WAB Advisory Group, elected during the December meeting.

**Next Board meeting is scheduled on Thursday 16<sup>th</sup> December 2021 at 19h.**

**CA 16/12/2021**

#### Agenda Points

*Approval of the agenda*

**The Board votes on the agenda: 11 yes 100 %.**

|                            |                           |
|----------------------------|---------------------------|
| Vanessa Aulehla: yes       | Raquel Jimenez Lopez: yes |
| Bengt Davidsson: yes       | Szilvia Kálmán: yes       |
| Catarina Duarte Gomes:     | Roberta Maggio:           |
| Pim Gesquiere: yes         | Minna Melleri: yes        |
| Andrea Grgić: yes          | Michael Teutsch: yes      |
| Sebastian Guerrero: yes    | David Zelinger: yes       |
| Giles Houghton-Clarke: yes |                           |

**The agenda is approved by 100 %.**

The Board discusses the takeover of the Coordinator's role of the Risk & Compliance Working Group. Concerning the text on Risk & Compliance for the annual report Bengt Davidsson will take the lead and will coordinate with the working group and Anja Galle.

The Board discusses art. 2:56§4 of the Belgian Code of Companies and Associations which state that dissenting opinion ("dénoncations") should be included in the board reports. A member of the Board requests that his dissenting opinions be included as statements in the minutes. The chair of the meeting states the matter has previously been discussed. The advice received was that the dissenting opinion needs to be noted in the minutes so that the individual is not accountable legally for a vote that he or she did not support but it does not include a right for that individual to use the minutes as a vehicle for making personal statements. The Board previously decided on this basis, which is registered in section 3.4.1.b.ii of the APEEE Internal Working Methods. Nevertheless, the chair will look again into the matter and if there is the right to include a written statement, the reports will be amended.



**Action Point:** the decision of 2020 will be reviewed to validate if it is allowed to add a dissenting opinion.

*Approval of the Board meeting report of the 14/10/2021*

**The Board votes on the Board meeting report of 14/10/2021: 11 yes 85% – 2 no 15%.**

|                            |                           |
|----------------------------|---------------------------|
| Vanessa Aulehla: yes       | Raquel Jimenez Lopez: yes |
| Bengt Davidsson: yes       | Szilvia Kálmán: yes       |
| Catarina Duarte Gomes: yes | Roberta Maggio: yes       |
| Pim Gesquiere: no          | Minna Melleri: yes        |
| Andrea Grgić: no           | Michael Teutsch: yes      |
| Sebastian Guerrero: yes    | David Zelinger: yes       |
| Giles Houghton-Clarke: yes |                           |

**The report is approved by 85%.**

**4.** *Approval of the Extraordinary Board meeting report of the 28/10/2021*

**The Board votes on the Extraordinary Board meeting report 28/10/2021: 11 yes 85% - 2 no 15%.**

|                            |                           |
|----------------------------|---------------------------|
| Vanessa Aulehla: yes       | Raquel Jimenez Lopez: yes |
| Bengt Davidsson: yes       | Szilvia Kálmán: yes       |
| Catarina Duarte Gomes: yes | Roberta Maggio: yes       |
| Pim Gesquiere: no          | Minna Melleri: yes        |
| Andrea Grgić: no           | Michael Teutsch: yes      |
| Sebastian Guerrero: yes    | David Zelinger: yes       |
| Giles Houghton-Clarke: yes |                           |

**The Board meeting report is approved by 85%.**

**5.** *Approval of the Board meeting report of the 16/11/2021*

**The Board votes on the Board meeting report 16/11/2021: 11 yes 85 % - 2 no 15 %.**

|                            |                           |
|----------------------------|---------------------------|
| Vanessa Aulehla: yes       | Raquel Jimenez Lopez: yes |
| Bengt Davidsson: yes       | Szilvia Kálmán: yes       |
| Catarina Duarte Gomes: yes | Roberta Maggio: yes       |
| Pim Gesquiere: no          | Minna Melleri: yes        |
| Andrea Grgić: no           | Michael Teutsch: yes      |
| Sebastian Guerrero: yes    | David Zelinger: yes       |
| Giles Houghton-Clarke: yes |                           |

**The Board meeting report is approved by 85%.**

**Discussion Points**

**6. Annual General Meeting**

**a. Draft agenda**

The Board discusses the draft agenda of the AGM and the guest speakers to invite and how to raise the questions to ensure that the time allocated to the different parts of the agenda is not exceeded. The Board members agree to invite Mr Beckmann, Secretary-General of the European Schools, to the AGM.

**Action Point:** G. Houghton-Clarke to invite Mr Beckmann to the AGM.



### **b. Motions AGM**

G. Houghton-Clarke proposed a motion to be voted during the AGM 2022 to allow the Board to take decisions also by written procedure. The Board discusses the motion and its modification from 48h to 72h. The point was raised that the was not approved by the class representatives during the 2020 AGM. Therefore amendment to the statutes should not submitted again for a vote. The counter argument was given that the resolution was approved by a significant majority of members but not quite the quorum needed for a statute change. The key concern had been the lack of clarity on the time for such a vote. This was now addressed in the new text.

**The Board votes to add the written procedure process and change it to 72h instead of 48h: 10 yes 83% – 2 no 17%.**

|                            |                           |
|----------------------------|---------------------------|
| Vanessa Aulehla: yes       | Raquel Jimenez Lopez: yes |
| Bengt Davidsson: yes       | Szilvia Kálmán: yes       |
| Catarina Duarte Gomes: yes | Roberta Maggio:           |
| Pim Gesquiere: no          | Minna Melleri: yes        |
| Andrea Grgić: no           | Michael Teutsch: yes      |
| Sebastian Guerrero: yes    | David Zelinger: yes       |
| Giles Houghton-Clarke: yes |                           |

**The Board approved the modified addition of the motion by 83%.**

During the previous revision of the statutes, the number of board members was increased from 22 to 25 in order to accommodate the parents from the Evere school site. However, during the previous board meeting, board members agreed that this does not provide a guaranteed representation of Evere parents. P. Gesquiere presents a change to the Statutes he suggests implementing, move Article 13.1 paragraph C. down (becoming new D), and replace it by: "*the Woluwe school site and Evere school site shall be represented by a minimum of 2 mandates each*". The Statutes shall guarantee that Woluwe and Evere have 2 mandates each.

D would become E and proposed to add a third step to the procedure, adding "*if the Woluwe site or Evere site has not been attributed with a minimum of two mandates each, then the non-elected Woluwe or non-elected Evere candidates will be prioritised above the remaining candidates with the lowest number of votes*".

The Board discusses the modifications and proposal for the year 2022-2023. There was also a discussion about the level of guaranteed minimum representation: either in line with current minimum guaranteed representation of two per section or the three which was the underlying logic of the 2021 revision of statutes.

**The Board votes on the representation for the Evere site, based on the proposal above: 12 yes 92 % - 1 abstain 8 %.**

|                            |                           |
|----------------------------|---------------------------|
| Vanessa Aulehla: yes       | Raquel Jimenez Lopez: yes |
| Bengt Davidsson: yes       | Szilvia Kálmán: yes       |
| Catarina Duarte Gomes: yes | Roberta Maggio: abstain   |
| Pim Gesquiere: yes         | Minna Melleri: yes        |
| Andrea Grgić: yes          | Michael Teutsch: yes      |
| Sebastian Guerrero: yes    | David Zelinger: yes       |
| Giles Houghton-Clarke: yes |                           |

**The Board votes on the number of mandates for Evere: 5 for 2, 38% and 8 for 3, 62%.**

|                          |                         |
|--------------------------|-------------------------|
| Vanessa Aulehla: 2       | Raquel Jimenez Lopez: 3 |
| Bengt Davidsson: 3       | Szilvia Kálmán: 3       |
| Catarina Duarte Gomes: 3 | Roberta Maggio: 3       |
| Pim Gesquiere: 2         | Minna Melleri: 2        |
| Andrea Grgić: 2          | Michael Teutsch: 3      |
| Sebastian Guerrero: 2    | David Zelinger: 3       |
| Giles Houghton-Clarke: 3 |                         |

**The Board approves the allocation of 3 mandates for Evere by 62%.**

### **C. Approval of the electoral office**

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 volunteering of Board members who don't need to stand for re-election. David Zelinger volunteers.

**The Board votes on the approval of the list, including David Zelinger, for the electoral office: 13 yes 100%.**

|                            |                           |
|----------------------------|---------------------------|
| Vanessa Aulehla: yes       | Raquel Jimenez Lopez: yes |
| Bengt Davidsson: yes       | Szilvia Kálmán: yes       |
| Catarina Duarte Gomes: yes | Roberta Maggio: yes       |
| Pim Gesquiere: yes         | Minna Melleri: yes        |
| Andrea Grgić: yes          | Michael Teutsch:          |
| Sebastian Guerrero: yes    | David Zelinger:           |
| Giles Houghton-Clarke: yes |                           |

**The Board approves the list by 100%.**

### **d. Approval of the annual contribution fee**

**The Board votes on the approval of the APEEE annual contribution fee of 50€ to present to the AGM in February 2022: 13 yes 100%.**

|                            |                           |
|----------------------------|---------------------------|
| Vanessa Aulehla: yes       | Raquel Jimenez Lopez: yes |
| Bengt Davidsson: yes       | Szilvia Kálmán: yes       |
| Catarina Duarte Gomes: yes | Roberta Maggio: yes       |
| Pim Gesquiere: yes         | Minna Melleri: yes        |
| Andrea Grgić: yes          | Michael Teutsch: yes      |
| Sebastian Guerrero: yes    | David Zelinger: yes       |
| Giles Houghton-Clarke: yes |                           |

**The Board approves the annual fee of 50€ by 100%.**

The Board discusses resolution 3 to be voted at the AGM. Board members made the point that allocation of results should be clearly presented to the class representatives.

### **Allocation of mandates for Evere**

The Board has discussed, as mentioned above, the allocation of seats for the Evere representatives for the year 2022-2023. The Board discusses the allocation for the year 2022, to make sure the Evere representatives have mandates.



#### **e. Voting system**

Sebastian Guerrero is given the floor to inform about the different voting systems the APEEE and himself have researched and tested. APEEE Bxl I's system, which is the Belenios system, is S. Guerrero first choice. He presents also a back up plan in case Belenios fails during the evening. The second system is an American cloud based called ElectionBuddy. Board members and APEEE staff exchanged opinions on different systems based on their first-hand experience with those systems.

**Action Point:** S. Guerrero to send the link to the Board on Election Buddy, as well as try out Nemo Vote and inform the Board.

**Action Point:** S. Guerrero to organise a demonstration of the voting system for the Board.

#### **7. Green transport – debrief of meeting and proposal**

Minna Melleri is given the floor. The APEEE Bxl II has ordered two electric buses for January 2022. The Transport WG wishes to ask for an endorsement to join with the other Brussels APEEEs, to push forward the greening process with bus companies by organising a joint call for tender to raise the number of electric buses next school year. The view is a joint tendering process will produce a more attractive price offer than the APEEEs can achieve individually.

The Board discusses and supports to join the non-binding negotiation process together with the other APEEEs to raise the number of electric buses in the future.

#### **8. PRIM and MAT closure in Woluwe – State of play**

The school management informed the parents on Monday 13<sup>th</sup> December, that the nursery and primary classes were asked to quarantine for the next 10 days. The Board discusses the state of play and suggests pondering the parents and keep track of the distance learning implemented by the school.

**Action Point:** to pick up the issue at the beginning of January (after holidays).

#### **9. Social fund**

**The agenda point is postponed to January Board meeting.** Vanessa Aulehla is still waiting on feedback from working group members on this.

#### **10. Communication on dealing with incidents on premises**

The Board discusses the communication with school and parents on incidents in the secondary school premises. When there incidents and the school deals with the incident and finds a solution, parents are not always informed about the nature of the incident and the action that has taken place. It is agreed that the right level to discuss this matter is at the level of the CEES.

End of meeting at 22h50.

**The next Board meeting is scheduled on Tuesday 18<sup>th</sup> January 2022.**

#### **CA 18/1/2022**

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

#### **Agenda Points**

Approval of the agenda

**The Board votes on the agenda: 12 yes 85 % - 2 no 15 %.**

|                      |                     |
|----------------------|---------------------|
| Vanessa Aulehla: yes | Szilvia Kálmán: yes |
|----------------------|---------------------|

|                            |                      |
|----------------------------|----------------------|
| Bengt Davidsson:           | Roberta Maggio: yes  |
| Catarina Duarte Gomes: yes | Minna Melleri: yes   |
| Pim Gesquiere: no          | Christine Pyka: yes  |
| Andrea Grgić: no           | Michael Teutsch: yes |
| Sebastian Guerrero: yes    | David Zelinger: yes  |
| Giles Houghton-Clarke: yes | Anna Yavorska:       |
| Raquel Jimenez Lopez: yes  |                      |

**The agenda is approved by 85 %.**

Approval of the report of the 16/12/2021 Board meeting

**The Board votes of the Board meeting report of the 16/12/2021: 11 yes 74 % - 2 no 13 % - 2 abstain 13%.**

|                            |                         |
|----------------------------|-------------------------|
| Vanessa Aulehla: yes       | Szilvia Kálmán: yes     |
| Bengt Davidsson: yes       | Roberta Maggio: yes     |
| Catarina Duarte Gomes: yes | Minna Melleri: yes      |
| Pim Gesquiere: no          | Christine Pyka: abstain |
| Andrea Grgić: abstain      | Michael Teutsch: yes    |
| Sebastian Guerrero: yes    | Anna Yavorska: no       |
| Giles Houghton-Clarke: yes | David Zelinger: yes     |
| Raquel Jimenez Lopez: yes  |                         |

**The Board meeting report is approved by 79%.**

### **Discussion Points**

#### **1. Annual General Meeting**

##### **a. Voting system**

The company OneTec presents their voting system to the Board members. Members are invited to log into the voting platform and multiples votes are put to the test. The Board discusses the Electoral Office, it is agreed a doodle will be sent out to schedule a meeting for the Electoral Office to organise with OneTec the procedure. Agreement to the select French and English languages for the voting platform.

**Action Point:** APEEE to send a doodle to the Electoral Office to schedule a meeting before the AGM.

Agreement to allow Class representatives to enter after the start of the AGM if they are delayed, however if they enter later, they will not be allowed to cast their votes for the questions who have already been submitted. OneTec ends their presentation, and confirms they have a back-up solution in case issues were to arise during the meeting. It will also be possible for the class representatives to vote differently for each proxy.

S. Guerrero presents a back-up solution, "Election Buddy", in case the OneTec solutions were not to work during the evening. S. Guerrero confirms that OneTec has two different servers for the electoral process. So the back up solution would only be used as a third alternative if the two OneTec servers would fail.

**The Board agrees to move forward with the OneTec voting system and have the Election Buddy ready as a back-up system.**

**b. Approval of the annual report**

**The Board votes on the Annual Report 2021: 12 yes 80 % - 2 no 13% - 1 abstain 7%.**

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|----------------------------|------------------------|
| Vanessa Aulehla: yes       | Szilvia Kálmán: yes    |
| Bengt Davidsson: yes       | Roberta Maggio: yes    |
| Catarina Duarte Gomes: yes | Minna Melleri: yes     |
| Pim Gesquiere: no          | Christine Pyka: yes    |
| Andrea Grgić: no           | Michael Teutsch: yes   |
| Sebastian Guerrero: yes    | Anna Yavorska: abstain |
| Giles Houghton-Clarke: yes | David Zelinger: yes    |
| Raquel Jimenez Lopez: yes  |                        |

**The Board approves the Annual Report 2021: 80%.**

**c. Number of vacant mandates**

The number of mandates has been modified following departures: from 17 to 19 vacant mandates.

**d. Invitees**

The Board discusses the guests for the AGM. The APEEE has invited Mr. Beckmann as a speaker but has not received a reply yet. The Board will, as in the past, invite the school Directors, who may also wish to answer questions, and representatives of the teachers, and the students.

**e. Chat function**

Following the disruption of the chat during AGM 2020, the Board discusses if and how a chat function could be used. Some members raise their section's concerns regarding the abuse and disruption during the speaker's time and AGM. The Board discusses the topic, with differing views and options expressed. There is a general recognition of the need to have some form of chat to enable parents to raise questions and make comments.

**The Board votes on whether a form of audience participation mechanism should be organised other than "using the raising of hands function in Zoom": 10 yes 67% - 2 no 13% - 3 abstain 20%.**

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|----------------------------|-------------------------|
| Vanessa Aulehla: abstain   | Szilvia Kálmán: yes     |
| Bengt Davidsson: abstain   | Roberta Maggio: yes     |
| Catarina Duarte Gomes: yes | Minna Melleri: yes      |
| Pim Gesquiere: yes         | Christine Pyka: yes     |
| Andrea Grgić: yes          | Michael Teutsch: yes    |
| Sebastian Guerrero: no     | Anna Yavorska: abstain  |
| Giles Houghton-Clarke: yes | David Zelinger: abstain |
| Raquel Jimenez Lopez: no   |                         |

**The Board agrees to have a form of audience participation mechanism other than "raising of hands" by 67%.**

Following the first vote, the Board discusses different audience participation options. Concern is expressed that the rolling chat was very disruptive for speakers including the guest speakers last year. Comment is also made that the chat was too fast moving and extensive to be able to identify common topics that could be then raised with the Board/presenters. Comment was also made that it is standard practice to leave chat function option and that allows participants to express themselves as the level of expression is limited compared to an in situ meeting. A new vote was proposed with four different options to identify the two most popular



- to leave the ZOOM chat function open - 29%
- to activate the ZOOM chat function but to deactivate it when speakers have the floor - 71%
- investigate the platform *Slido to aggregate questions*- 57%
- investigate the Q&A function in ZOOM if it is feasible - 29%

**The result of the vote is to activate the ZOOM chat function but to deactivate it when speakers have the floor, so that questions can be gathered and processed more easily and without disrupting the presentation process.**

**f. Voting recommendations**

Discussion is held on whether Board members can give voting recommendations to their section concerning candidates standing for the Board and in particular whether board members who are in the electoral office can involve themselves in such recommendations with respect to candidates. A Board member contends that this is not allowed and should be condemned. Others state that no rule has been broken, nor that there was any suggestion that the electoral office had not upheld the key principles in discharging its duty of validating the election process during the AGM. Another Board member stated that Board members are entitled to express their views and that this did not mean they would not perform an electoral office role with complete integrity. In addition, the electoral board was made up by several members in order to ensure the impartiality of the board. The chair concluded that if there is a need to elaborate more clearly the functioning and composition of the electoral office, this should be addressed with sufficient time and thought to consider the matter wholistically. It is therefore something for the next Board to address if it wishes.

Question is raised whether Board members receive a list of the candidates days before the AGM. Information is given that the Board only receives a copy of the powerpoint presentation for the AGM on the day of the AGM in order to check whether the content of the presentation is correct. No lists of candidates are distributed days before the AGM.

**2. Information on Transport Evere**

The Transport WG coordinator informs the Board that the several bus routes for Evere were found in practice to take longer than estimated. This arises because these are new routes – so there will need to be adjustments based on the actual rather than predicted traffic conditions. Changes have therefore been introduced which have brought all journey to within the 1 hour duration time limit, except for the route 61. This bus frequently takes around 1.5 hours in the morning at its longest extent and over 1 hour in the afternoon. The transport department have concluded, based upon tests that a second bus is needed for this route in order to bring the journey into compliance with the 1 hour limit. This will be as of Monday 24/01/2022. The cost will add 13,44€ per subscription, for the two remaining invoicing terms (February and April 2022).

**3. Revised Social Fund Rules and Eurosport**

Vanessa Aulehla presents the revised internal rules for the Social Fund, a message was sent prior to all Board members presenting in detail the modifications.

**The Board votes on the revised internal rules for the Social Fund: 11 yes 79% - 2 no 14% - 1 abstain 7%. Mrs Melleri informs she gives her proxy to the chair as she needs to leave.**

|                            |                     |
|----------------------------|---------------------|
| Vanessa Aulehla: yes       | Szilvia Kálmán: yes |
| Bengt Davidsson: yes       | Roberta Maggio: yes |
| Catarina Duarte Gomes: yes | Minna Melleri: yes  |
| Pim Gesquiere: no          | Christine Pyka: yes |

|                            |                        |
|----------------------------|------------------------|
| Andrea Grgić: no           | Michael Teutsch: yes   |
| Sebastian Guerrero: yes    | Anna Yavorska: abstain |
| Giles Houghton-Clarke: yes | David Zelinger: yes    |
| Raquel Jimenez Lopez: yes  |                        |

**The Board approves the revised internal rules for the Social Fund by 79%.**

**The information on the APEEE homepage will be updated accordingly.**

### **Eurosport**

The school is participating at this year's Eurosport event in Mol. The sports teachers have made a request asking up to 4 000€ to fund a part of the material for the event during the week of 7 March 2022.

The Board votes on how much the Social Fund will grant the Eurosport Teams, the propositions are:

- no money – 0%
- 2 000€ based on the devis and invoices – 21%
- 3 000€ based on the devis and invoices – 43%
- up to 4000€ based on the devis and invoices – 36%

|                          |                    |
|--------------------------|--------------------|
| Vanessa Aulehla: c       | Szilvia Kálmán: b  |
| Bengt Davidsson: c       | Roberta Maggio: d  |
| Catarina Duarte Gomes: c | Minna Melleri: /   |
| Pim Gesquiere: d         | Christine Pyka: b  |
| Andrea Grgić: d          | Michael Teutsch: b |
| Sebastian Guerrero: d    | Anna Yavorska: c   |
| Giles Houghton-Clarke: d | David Zelinger: c  |
| Raquel Jimenez Lopez: c  |                    |

**The Board approves to donate 3000€ based on the devis by 43%.**

### **4. Update from recent meetings**

#### **SAC meeting on Monday 17/1/2022**

Whole school inspection

This will take place in during the second week of March and led by inspector John Fitzgerald, Irish inspector. It will cover teaching and learning, and will contain 3 parts, including lesson and observation (70 lessons during which the inspector will observe), meeting with stakeholder groups and self-evaluation. The APEEE will be invited to participate. Whole school inspections are organized every four years and the last one dates from 2016 due to the Covid situation.

#### **Groupe de travail - Well Being task force**

The APEEE raised the issue of the exclusion of APEEE representatives by the school management from participation in the Wellbeing working groups. The justification given it is up to the school to decide who is invited to such non statutory groups. Mrs K. Meeus, said the APEEE has the opportunity of contributing in writing when the task forces are presented to the SAC, however she also added there is little time to discuss the inputs during the SAC or during the WAB.



The APEEE raised the point, that it is a joint stakeholder project in which the APEEE has been a key contributor and partner from the outset. The taskforces are in fact working groups as they prepare policies and thus fall under the CEES. According to the General Rules of the European Schools, all CEES working groups are stakeholder groups therefore the APEEE is entitled to representation on behalf of the parent community. Furthermore, parents are extremely concerned about the wellbeing issues that affect their children so need a voice in the formulation of policy in these areas.

The students' representatives and teachers' representatives seemed to express understanding for the APEEE's request for the involvement of all stakeholders. Mrs Malik agreed to think about how to progress on the topic.

### **Teacher contracts & LRT**

The APEEE raised the issue to provide support for a better contract for locally recruited teachers and requested the SAC to endorse the resolution sent by EEB1 school to the Secretary General on this topic. The teachers thanked the APEEE for bringing the issue up, the school management was also very supportive and Mrs Malik confirmed she would endorse the EEB1 resolution and bring it forward to Mr. Beckmann. Teachers reported that they were involved in preparatory meetings to develop common positions for improving the attractiveness of both locally recruited and seconded teachers. The Directors confirmed that there were very big problems in some sections finding seconded teachers now and that a solution is needed very urgently. There was general recognition that the European schools need contracts that are competitive with the international schools because that is where most teachers come from. At present the European school contracts are very uncompetitive.

### **CdE : Distance Learning Guidelines**

The CdE requested a revision to the distance learning guidelines. They would like to be allowed to follow lessons via Teams or other tools, if in quarantine or off -school linked to illness. Indeed, they mentioned it is very difficult to rely on notes from other pupils. Mr. Schmelz was opposed to the idea. The APEEE believes, if it does not impose extra burden for the teacher, it should be a project that is tested by volunteer teachers and discussed. It is an approach other schools allow. The school and the teacher representative replied they had already tested it and know the outcome, therefore will not try.

### **CDE: Career Guidance**

The CDE representatives said that the current career guidance was not of sufficient and this is harming their prospects. The APEEE suggested to consolidate resources across the 4 Brussels schools, so that a professional dedicated career guidance unit could be created that would serve all 4 schools. This would eliminate the duplication of effort in the 4 sites and allow the recruitment of career guidance professionals that could maintain links with universities and alumni, organize career lectures and contacts with employers etc on a full time basis. Ms Malik confirmed she would discuss with the other Brussels Directors what opportunities there were for such closer cooperation.

Mrs Malik scheduled a subsequent SAC meeting in two weeks which has been set up to go through the rest of the agenda.

**Résolutions votées au vote de l'Assemblée Générale Ordinaire de l'Association des parents d'Elèves Bxl II -**

**Woluwe le 3 février 2022**

**Resolutions approved at the Annual General Meeting of the Parents' Association Bxl II - Woluwe on 3 February 2022**

**L'Assemblée Générale approuve à 94,48% majorité (2,99% non – 2,53% abstention) l'ordre du jour.**

**The General Assembly approves the agenda by 94,48% majority (2,99% no – 2,53% abstention).**

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>1.</b> | <b>Résolution votée et approuvée à 96,49% majorité - 1,69% non – 1,82% abstention</b><br><br>L'ASSEMBLÉE GÉNÉRALE nomme comme scrutateurs: M. David Brain, Ms Luisa Rodriguez, Ms Helen Tubb, M. David Zelinger et M. Carlo De Grandis, le dernier étant Président du Bureau électoral et fixe à <b>19</b> le nombre de « croix » maximum par bulletins.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Resolution voted and approved by 96,49% majority – 1,69% no – 1,82% abstention</b><br><br>The GENERAL MEETING names as tellers: Mr David Brain, Ms Luisa Rodriguez, Ms Helen Tubb, Mr David Zelinger and Mr Carlo De Grandis, the last being Presiding Officer of the electoral Office, and fixes at <b>19</b> the maximum number of "crosses" per ballot paper.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>2.</b> | <b>Résolution votée mais pas approuvée, car une approbation par le quorum de 2/3 membres effectif présents ou représentés pour pouvoir apporter une modification aux statuts n'a pas été atteint. Les votes étaient 56,15% oui – 38,28% non – 5,57% abstention</b><br><br><b>Statuts de l'APEEE : proposition d'ajout à Article 15.</b><br><br>Les décisions urgentes peuvent être prises en dehors d'une réunion par une procédure écrite. Dans ce cas, une proposition de décision est communiquée à chaque membre du Conseil d'Administration sous forme écrite par voie numérique ou physique. Les membres sont invités à voter à une date et une heure données en utilisant les mêmes moyens. Un délai de 72 heures au moins s'écoule entre l'envoi de la procédure écrite et la clôture du vote. La décision est adoptée si, dans le délai imparti, au moins la moitié des membres plus un a voté et que la majorité des votants est en faveur. En cas de parité des voix, le président a la voix prépondérante. | <b>Resolution voted on but not approved because approval by the quorum of 2/3 of full members present or represented in order to make a change to the statutes was not reached. Votes were: 56,15.% yes – 38,28% no – 5,57% abstention</b><br><br><b>APEEE Statutes: proposal for addition to Article 15.</b><br><br>Urgent decisions can be taken outside a meeting through a written procedure. In this case a proposition for a decision shall be communicated to each member of the Administrative Board in a written form through digital or physical channels. Members shall be invited to cast their vote by a given date and time using the same means. There shall be at least period of 72 hours between the written procedure being sent and the closure of the vote. The decision is adopted if, by the given time, at least half of the members plus one has voted and a majority of those voting is in favour. In the case of parity of the votes, the Chairperson shall have the casting vote. |
| <b>3.</b> | <b>Résolution votée et approuvée à 78,21% majorité – 8,96% non – 12,83% abstention. Quorum était atteint.</b><br><br><b>Statuts de l'APEEE: art. 13 – proposition de révision « - Article 13 -</b><br><br><i>La procédure générale et ses clauses particulières ont pour objectif d'arriver à une situation où, à chaque Assemblée Générale, le mandat d'au moins la moitié des membres du Conseil d'Administration sera renouvelé.</i><br><br><b>Art. 13.1 Procédure générale</b><br><br>A. L'association est gérée par le conseil d'administration de l'APEEE. Le conseil est composé d'un minimum de 11 membres et d'un maximum de 25 membres. Les membres du conseil d'administration sont élus par l'Assemblée Générale.                                                                                                                                                                                                                                                                                          | <b>Resolution voted and approved by 78,21% majority – 8,96% no – 12,83% abstention. Quorum was reached.</b><br><br><b>APEEE Statutes : art. 13 – proposal for revisions "- Article 13 -</b><br><br><i>The below general procedure and special provisions aim to lead to a situation where at every General Meeting at least half of the Board Mandates are up for renewal.</i><br><br><b>Art. 13.1 General procedure</b><br><br>A. The Association is administrated by the Administrative Board of the APEEE. The Board is composed of a minimum of 11 and a maximum of 25 members. The members of the Board are elected by                                                                                                                                                                                                                                                                                                                                                                                   |

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| <p>B. Chaque section linguistique existant à la fois dans le cycle primaire et dans le cycle secondaire a droit à deux mandats, chacun dénommé «mandat de section». Chaque section linguistique n'existant que dans le cycle primaire ou que dans le cycle secondaire n'a droit qu'à un seul mandat de section.</p> <p>C. Les membres qui sont parents d'un enfant du site scolaire de Woluwe et les membres qui sont parents d'un enfant du site scolaire d'Evere seront représentés au Conseil d'administration par un minimum de trois mandats, à condition qu'un nombre suffisant de candidats se présentent. Les membres du Conseil d'administration qui ont des enfants sur les deux sites seront inclus dans le total des mandats pour les deux sites.</p> <p>D. A chaque Assemblée Générale, au moins la moitié des mandats du conseil d'administration sont mis à disposition pour l'élection. La durée de chaque mandat sera déterminée par l'article 13.1.E.</p> <p>E. Les mandats suite à l'élection sont attribués selon la procédure suivante, en deux étapes successives:</p> <ol style="list-style-type: none"> <li>1. <u>1<sup>ère</sup> étape</u>: Pour chaque section, les mandats de section vacants sont attribués aux candidats de la section ayant recueilli le plus grand nombre de suffrages. Pour une section dont 1 des mandats est vacant, le candidat recevant le plus grand nombre de suffrages se voit attribuer un mandat de 2 ans. Pour une section dont les 2 mandats sont vacants, le candidat recevant le plus grand nombre de suffrages se voit attribuer un mandat de 2 ans, et celui arrivant en deuxième position se voit attribuer un mandat d'1 an.</li> <li>2. <u>2<sup>e</sup> étape</u>: Les mandats restants qui n'ont pas été attribués à l'étape 1 ci-dessus, y compris les "mandats de section" non pourvus, seront attribués aux candidats restants. Ces mandats auront une durée d'un an. Ils seront attribués dans l'ordre suivant : Premièrement, si l'étape 1 n'aboutit pas à ce que les conditions 13.1 C soient remplies pour un site, les candidats restants ayant un enfant sur ce site seront classés par nombre de votes reçus. Parmi ceux-ci, les candidats ayant obtenu le plus grand nombre de voix par ordre décroissant se verront attribuer des mandats jusqu'à ce que les conditions prévues au 13.1C soient remplies pour ce site. Dans un deuxième temps, les mandats restants seront attribués aux candidats restants de manière à donner la priorité aux candidats ayant obtenu le plus grand nombre de voix.</li> </ol> | <p>the General Meeting.</p> <p>B. Each language section existing in both primary and secondary school is entitled to two mandates – so-called "Sectional Mandates". Each language section existing in either primary or secondary school only is entitled to one sectional mandate.</p> <p>C. The members who are a parent of a child at the Woluwe school site and the members who are a parent of a child at the Evere School site shall be represented on the Board by a minimum of three mandates each, providing sufficient candidates present themselves. Board members who have children at both sites will be included in the mandate totals for both sites.</p> <p>D. At each General Meeting at least half of the Board Mandates will be up for election. The lengths of these Mandates are determined by Art. 13.1.E.</p> <p>E. The Mandates that are up for election will be distributed according to the following two step procedure:</p> <ol style="list-style-type: none"> <li>1. <u>Step 1</u>: The vacant Sectional Mandates will be attributed to the candidates for that section, in such a manner that the candidates with the higher number of votes are prioritized. For a section with 1 vacant mandate, the candidate with the highest number of votes is given a 2 year term. For a section with 2 vacant mandates, the candidate with the highest number of votes is given a 2 year term, the candidate with the second highest number of votes is given a 1 year term.</li> <li>2. <u>Step 2</u>: The remaining mandates which have not been attributed by step 1 above, including any unfilled "Sectional Mandates", will be allocated to the remaining candidates. These mandates will have a 1 year term. They will be allocated in the following order: Firstly, if Step 1 does not result in the conditions of 13.1 C being met for one site, the remaining candidates with a child at this site will be ranked by number of votes received. Of these, the candidates with the highest number of votes in descending order will be allocated mandates until the conditions prescribed in 13.1C are met for this site. Secondly, the remaining mandates will be allocated to the remaining candidates in such a manner that the candidates with the higher number of votes are prioritised.</li> </ol> |
| <p>4. <b>Résolution votée et approuvée à 77,39% majorité – 15,08% non – 7,54% abstention</b></p> <p>L'ASSEMBLÉE GÉNÉRALE approuve les comptes annuels 2020-2021 qui lui sont présentés et l'affectation des</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b>Resolution voted and approved by 77,39% majority – 15,08% no – 7,54% abstention</b></p> <p>The GENERAL MEETING approves the 2020-2021 annual accounts presented to it and the allocation of results</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>résultats qui y est incluse dans le département Affaires Générales.</p>                                                                                                                                                                                                                                                                      | <p>included therein to the department of General Affaires.</p>                                                                                                                                                                                                                                                                  |
| 5. | <p><b>Résolution votée et approuvée à 81,28% majorité – 14,62% non – 4,1% abstention</b></p> <p>L'ASSEMBLÉE GÉNÉRALE approuve le projet de budget 2021-2022 qui lui a été présenté et fixe la cotisation à 50 euros par an et par famille pour la prochaine année financière (5 euros par cotisation payée étant affectés au Fonds social).</p> | <p><b>Resolution voted and approved by 81,28% majority – 14,62% no – 4,1% abstention</b></p> <p>The GENERAL MEETING approves the draft budget 2021-2022 presented to it and sets the annual contribution at 50 euros per family for the next financial year (5 euros per contribution paid is assigned to the social Fund).</p> |
| 6. | <p><b>Résolution votée et approuvée à 77,86% majorité – 12,76% non – 9,38% abstention</b></p> <p>L'ASSEMBLÉE GÉNÉRALE donne décharge au Commissaire pour son mandat concernant l'exercice comptable écoulé.</p>                                                                                                                                 | <p><b>Resolution voted and approved by 77,86% majority – 12,76% no – 9,38% abstention</b></p> <p>The GENERAL MEETING gives full discharge to the Auditor for his mandate on the past financial year.</p>                                                                                                                        |
| 7. | <p><b>Résolution votée et approuvée à 86,39% majorité – 10,44% non – 3,16% abstention</b></p> <p>L'ASSEMBLÉE GÉNÉRALE approuve le rapport d'activité pour l'année 2020-2021.</p>                                                                                                                                                                | <p><b>Resolution voted and approved by 86,39% majority – 10,44% no – 3,16% abstention</b></p> <p>The GENERAL MEETING approves the activity report for the year 2020-2021.</p>                                                                                                                                                   |
| 8. | <p><b>Résolution votée et approuvée à 76,18% majorité – 14,42% non – 9,4% abstention</b></p> <p>L'ASSEMBLÉE GÉNÉRALE donne décharge de sa gestion au Conseil d'Administration sortant pour l'exercice 2020-2021.</p>                                                                                                                            | <p><b>Resolution voted and approved by 76,18% majority – 14,42% no – 9,4% abstention</b></p> <p>The GENERAL MEETING gives full discharge to the Administrative Board for 2020-2021.</p>                                                                                                                                         |
| 9. | <p><b>Résolution votée et approuvée à 83,7% majorité – 10,03% non – 6,27% abstention</b></p> <p>L'ASSEMBLÉE GÉNÉRALE proclame élu le nouveau Conseil d'Administration, au vu du rapport du Président du Bureau électoral.</p>                                                                                                                   | <p><b>Resolution voted and approved by 83,7% majority – 10,03% no – 6,27% abstention</b></p> <p>The GENERAL MEETING proclaims elected the new Administrative Board, according to the report of the President of the electoral Office.</p>                                                                                       |