Réunion du Conseil d'Administration de l'APEEE Evere-Woluwe
Mercredi, 12 mai 2026 – 19h00-23h20
Cantine de Woluwe & Zoom

MINUTES – MEETING OF 12 MAY 2026

Participant Board Members:
Albert Rädler (DE), Treasurer
Andrew Janis Folkmanis (EN)
Anja Semmelrodt (DE) *[online]*
Anne Becker (DE), Vice-President for pedagogical matters *[online]*
Inês Sajara (PT) *[online]*
Johanna Peyredieu du Charlat (SE) *[online]*
Joana Gil (PT), Secretary
José Madeira (DE) *[online]*
Lena Widefjäll (SE) *[online]*
Mindaugas Skaraitis (LT), Member of the Bureau *[in WOL until 21h15 and then online]*
Nicolas Lacroix (FR), Vice-President for administrative matters
Rüdiger Martin (DE)
Soraya Lemaire (FR) *[online]*
Virgilio Miolato (IT)
Virginie Battu-Henriksson (SE), President

Absent Excused Board Members:
Alessia Ghezzi (IT)
Andrea Panizza (IT), Deputy Secretary

Other participants:
N/a

1. Approval of the agenda
The agenda was approved by unanimity.

Decision: The agenda is approved.

2. Approval of the public minutes of the Board meeting of 20/04/2026
The Board votes unanimously the approval of the public minutes of the Board meeting of 20/04/2026.

Decision: The public minutes of the Board meeting of 20/04/2026 are approved.

3. Items for discussion
3.1 Election of the BAC Coordinator
The Vice-President responsible for pedagogical matters introduced the topic, flagging the need to elect a BAC Coordinator. The Board discussed the scope of the task, notably building on the hand over note prepared by the BAC Coordinator of 2025, Ute

Hammesfahr, who had expressed her availability to brief the new BAC Coordinator and inform about past experiences. The Board thanked her for having facilitated a smooth taking over of the file by the Board members that joined since last year. Anja Semmelrodt expressed her availability to be the BAC Coordinator. Since the role requires the work to be highly concentrated during a short period, the Board unanimously supported on-boarding another volunteer parent, to support her on that role, Catarina Duarte, former BAC Coordinator, who, after having been contacted for that purpose, had expressed her availability to support whomever would be designated as BAC Coordinator in 2026. The Board thanked for her availability to support students in this demanding period.

The Board, by acclamation, designates Anja Semmelrodt as BAC Coordinator, supported by former BAC Coordinator Catarina Duarte.

<u>Decision</u>: Anja Semmelrodt is designated as BAC Coordinator, supported by former BAC Coordinator Catarina Duarte and, if needed, by another experienced parent that might be willing to help the BAC Support Team.

3.2. Designation of focal points for i) digital policies and ii) educational support

The Vice-President responsible for pedagogical matters stressed the importance of devoting attention to concrete pedagogical topics, as discussed in the previous Board meeting.

Lena Widefjäll expressed her interest and availability to follow **digital policies** in a particularly close manner. Virgilio Miolato welcomed this approach and encouraged the Board to consider how the APEEE staff can support the work on this matter going forward (Smartphone Delay Pact, information on the website, organisation of conferences, etc.). Andrew Janis Folkmanis welcomed that suggestion and flagged that InterParents is very active on this front, so there is room for a link with the work in InterParents. The four InterParents delegates will discuss how to best link these strands of work.

The Board designates Lena Widejfäll as focal point for digital policies by acclamation.

<u>Decision</u>: Lena Widefjäll is designated as focal point for digital policies.

On **educational support**, including for gifted and talented pupils, the Vice-President responsible for pedagogical matters stressed the importance of supporting parents as regards the needs for educational support that are not being properly met. There was consensus that the focus should be on all the spectrum of the educational support. The Board welcomed the availability and interest flagged ahead of the meeting on this matter by Andrea Panizza.

The Board designates Andrea Panizza as focal point for educational support by acclamation.

<u>Decision</u>: Andrea Panizza is designated as focal point for educational support.

3.3. Approval of the mandate of the WG ICT

The mandate of the WG ICT was presented. The Co-Coordinators, Rüdiger Martin and Virgilio Miolato, explained the priorities defined for 2026.

The Board votes unanimously the approval of the mandate of the WG ICT.

Decision: The mandate of the WG ICT is approved.

3.4. Date of the next General Assembly Meeting

The President introduced the topic noting that the date of the School's Administrative Board meeting of January has been set for the 19 January 2027. The date of the General Assembly is then discussed, weighing in on the importance of i) ensuring proper preparation of the people who will attend the meeting and ii) endeavouring to have continuity between the SAC meeting and the Administrative Board meeting. Andrea Janis Folkmanis welcomed the effort to ensure proper representation in those meetings and recalled that the General Assembly Meeting can take place until end-February. Taking into account the limited availability of the appropriate building (either 14 January or 28 January, as checked by the APEEE Secretariat), the best suitable date seems 28 January 2027.

The Board votes unanimously 28 of January 2027 as the best suitable date of the next General Assembly meeting.

Decision: 28 January 2027 is approved as the best suitable date of the next General Assembly meeting.

3.5. WOL canteen infrastructure and software & 3.6. Transport and extra-curricular activities software

The Vice-President responsible for administrative matters introduced the topic recalling the information shared during the last Board meeting as regards the needs in terms of ICT and the memo, prepared by the staff, shared afterwards. Rüdiger Martin informed that while efforts were on-going since more than a year to address ICT requirements in a single, large-scale ICT transformation initiative, a number of operational needs remained pressing and could not reasonably be postponed any longer pending the completion of those longer-term efforts. In this context, it was proposed to the Board to approve solutions that are readily available, cost-effective, and capable of addressing immediate needs without undermining possible future ICT choices.
The applications Together School (used in EEB1 and EEB4) for the transport and periscolaire services and XaFAX as a payment solution for cantine and cafeteria, were presented as proven solutions that could be implemented in the short term and leave all the options concerning the choice of back-end solution, including any changes thereof, open for the future. With TogetherSchool, parents will be able to follow their children's bus journeys and the attendance of their children at extra-curricular activities, while XaFAX will facilitate payments in the canteen and cafeteria and support the transition towards a more flexible self-service model. The introduction of access control in that context is also expected to reduce free-riding, thereby offsetting part of the investment through reduced revenue leakage. In addition, TogetherSchool offers the possibility to send information messages to parents, e.g., in case of bus delays, and hence eliminates the occurrence of SMS-related costs.

The Board discussed the outcome of the risk analysis performed and the cost-effectiveness of these options. The necessary budget envelope, representing only a limited amount of the already budgeted amounts for ICT, was then discussed and agreed. The Vice-President responsible for administrative matters explained that when it comes to the need for external capacity in terms of human resources to implement these solutions, such need might arise in the future, but it is not a given at this stage.

The Board votes unanimously the approval of the deployment of TogetherSchool for transport and extra-curricular activities management across both WOL and EVE, operational for the 2026/27 school year; the deployment of Xafax NetPay for cashless canteen payments and access control in WOL site; and the nomination of an internal APEEE project lead, supported, if needed, by temporary external capacity to coordinate both deployments.

Decision: The Board approves the deployment of TogetherSchool for transport and extra-curricular activities management across both WOL and EVE, operational for the 2026/27 school year; the deployment of Xafax NetPay for cashless canteen payments and access control in WOL site; and the nomination of an internal APEEE project lead, supported, if needed, by temporary external capacity to coordinate both deployments.

3.7 Service prices

The Treasurer informed that the results of T2 are available and the WG Budget reviewed them. On the basis of these results, as well as of those expected for T3, prices for services for next year can be revisited with a view to at least not increase them, and even perhaps lower them, although the international geopolitical situation and its impact on notably oil prices might force an increase on commodities prices. At this stage no decision is required, and more detailed information should be available very soon.

3.8. APEEE's logo

The President informed about the steps undertaken since the previous Board meeting as regards the revamping of the logo for the APEEE. The APEEE Secretariat reached out to the school and in light of the exchanges it appears difficult to integrate this project in art lessons. Therefore, it is proposed to go directly through students, with a contest that does not target any specific population within the students but is open to all of them. The Board discussed ways to foster the participation of students and the establishment of some type of recognition, including prizes. In terms of timings, since many (in higher classes) students will be very busy studying for the BAC, allowing for submissions until mid-July seems a good way to expand the opportunities for participation. There was consensus that prizes should be awarded, in the form of a voucher on something linked to the contest – to be determined (e.g. in art material store). The Board agrees that 600 EUR should be allocated to that purpose (300 EUR for the first place, 200 EUR for the second and 100 EUR for the third). This amount should come from the Social Fund.

The Board votes unanimously to approve the launching of a contest for EEB2 students aimed at designing a new logo for the APEEE, and allocates a budget of 600 EUR from the Social Fund to be used on prizes for the winners.

<u>Decision</u>: the Board approves the launching of a contest for EEB2 students aimed at designing a new logo for the APEEE, and allocates a budget of 600 EUR from the Social Fund to be used on prizes for the winners.

3.9 App for small adds

The President introduced the topic mentioning that currently informal WhatsApp groups are so far the only platforms made available to parents to exchange, apart from the physical "*classe de neige* market" organised in previous years to exchange second-hand snow clothes and the second hand sales book organised every year. In LUX European School there is an app associated to the parents' community – the cost is very low and makes the platform available to the entire community. In the same vein, a carsharing app could facilitate the life of families. One of the checks that needs to be done is on GDPR compliance and that the app is EU-based, so as to ensure compliance in terms of data storage. Johanna Peyredieu du Charlat informed that the app *O-Marché,* was discussed in InterParents, under the remit of sustainability, as it was used for second-hand book sales, and reviews were mixed. Johanna Peyredieu du Charlat welcomed the idea of a car sharing app. Virgilio Miolato also welcomed the proposal and wondered whether the idea would be to have different segments within one single app. The President clarified that at this stage work was still exploratory and more time was need to formulate, if at all, a proposal to the Board.

4. Items for discussion

4.1. Transition from WOL to EVE for nursery/primary and initiatives to facilitate integration

The Vice-President responsible for pedagogical matters introduced the topic highlighting that it cuts across both pedagogy and well-being. The intention would be to organise positive experiences in EVE, as a way to ease the transition to the new sites for those children (and parents) who are schooled in WOL. The school is already considering some initiatives, so that by mid-June all the children will have had the opportunity to visit EVE. There will also be opportunities when children can visit EVE with their parents.
The Vice-President responsible for pedagogical matters outlined ideas to facilitate the integration. A discussion followed and several suggestions were considered. The Secretary favoured the organisation, in EVE, of one afternoon of supervision of WOL children. Andrew Janis Folkmanis welcomed the idea of a community building event for parents in EVE. Virgilio Miolato supported in particular initiatives that are directly linked to what is under the remit of the APEEE, as supervision and extra-curricular activities. The President committed to follow-up as regards the organisation of *stages* ahead of the *rentrée* in EVE. More ideas might be considered.

4.2 Follow-up on the Whole School Inspection

The Vice-President responsible for pedagogical matters debriefed the Board on the latest developments on the Whole School Inspection (WSI). The outcome of this inspection should feed into the school's annual pedagogical plan. At the end of September the School's Administrative Board approves the annual pedagogical plan, which is preceded by the SAC meeting also in September. Previously to that, there is the mini-SAC in June.

The WSI APEEE core team (the Vice-President responsible for pedagogical matters, Anne Becker, the CEPM Coordinator, Lena Widefjäll and the CEES Coordinator, Anja Semmelrodt) is now committed to take forward the input received from parents. As for the topics that did not fall directly under the remit of the inspection, they remain of relevance for the APEEE and will be taken into consideration in the upcoming opportunities to liaise with the school, notably when preparing the annual pedagogical plan. The upcoming newsletter will be an opportunity to come back to parents on all the issues raised by parents. In particular, the main outcome of the comments by parents will be made public. The President thanked once again the WSI APEEE team for their work and called on an opportunity to discuss in the Board, in more substance, the results of this important endeavour. Virgilio Miolato stressed the importance of sticking to the usual means of communication, i.e., the newsletter. Andrew Janis Folkmanis thanked the WSI core team for their time and effort and supported informing parents about the outcome of the WSI so that the message can be swiftly communicated, and leave more elaborated communication, including on SAC, to a later stage. There was consensus that the upcoming newsletter is the suitable way to reach out to parents on the WSI.

4.3. Results of the parents' survey on family needs for extra-curricular activities in 2026/2027

The President debriefed on the main outcome of the two info sessions organised for parents on the 7 May and 11 May. Many questions were answered to parents, and there were also many suggestions gathered. The Board praised the work undertaken by the APEEE staff to prepare and support the organisation of these info sessions.

4.4. Results of the students' survey on preferences for the WOL canteen in 2026/2027

Anja Semmelrodt presented the results of the students' survey. The President mentioned that the first part of the survey (current WOL canteen) was designed to allow the creation of a baseline for further surveys, in the future. Therefore, the current results need to be assessed taking into account the fact that there is nothing against to which benchmark them. The input serves to finetune some aspects of the setting for next year. The APEEE staff is working on a proposal that allows to check the choices on the menu in light of the costs it entails. Anja Semmelrodt concurred that the survey should have ideally been carried out earlier to offer some timely guidance ahead of renovation towards a self-service, but in any case there are aspects on quality and quantity of the food that are still worth considering to guide the work looking forward. There was agreement that a follow-up meeting dedicated to the canteen should be organised as the next step to establish guidance on priorities and concerns.

5. HR and confidential business matters

[Confidential point due to data protection and privacy legislation]

The meeting ended at 23h20.