

ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III

ASSOCIATION DES PARENTS - PARENTS ASSOCIATION

MEETING OF 19 MARCH 2019

Document Number
CA 10/2019

MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD

Meeting commenced at 7 pm at the European School Brussels III, Teachers Canteen, chaired by APEEE President, Anastassios Papadopoulos.

Members of the Administrative Board:

Present / **Excused**/ **Absent**:

Ronald ALBERS (RA)

Geraldine BARRY (GB)

Hayet BENABDERRAHMANE (HB)

Agnès BOUCHERON (AB)

Sarah BUCKLEY (SB)

Adán CASTILLO DÍAZ (ACD)

Barbara EGGERS (BE)

Catherine FENECH (CF)

Georgios GEORGIANNAKIS (GG)

Arnoud HEERES (AH)

Tomas HRUBY (TH)

Kveta JANOUSKOVA (KJ)

Kamila KAUKIEL (KK)

Rosita LAKE (RL)

Elena MARTIN ALONSO (EMA)

Jakub NICE (JN)

Koen NOMDEN (KN)

Anastassios PAPADOPOULOS (AP)

Gerard PAYNE (GP)

Maria SAURA MORENO (MSM)

Andreas SCHNEIDER (AS)

Yvonne STAUSBOLL (YS)

Eleanna STERGIOULI (ES)

Nicole STYLIANIDOU (NS)

Fani ZARIFOPOULOU (FZ)


Extraordinary participation: Ornella DI PERRI (OdP) and Martine Steenhouwer (MS)

Agenda point	Discussion/conclusion	Follow-up	Responsibility
1. Approval of the draft agenda	The revised draft agenda CA 9/2019 REV 1 was approved.		
2. Springfest 2019 (Thursday 9/5/2019)	<p><u>MS presented the current state of play:</u></p> <ul style="list-style-type: none"> • The event will mark the 20th anniversary of the school. The general theme is “Sustainable Europe”. In this context, solar panels will be inaugurated, while a photographic session by drone for the entire school community will highlight the festive day. • The theme of the Opening Ceremony is “Musicals”. • No Gala concert will take place this year before the Springfest. However, the school has agreed that the Gala concert may be held on another date during the school year. • Parent volunteers needed (to sell the tickets and monitor the activities, etc.) • Eurovillage run by parents in the canteen; this will be the only place, where alcohol will be served as agreed upon by the Canteen Committee • Stands for hot-dogs, French fries, popcorn, barbecue and non-alcoholic external bar • EEB3 Bookshop will be introduced for Primary and Secondary. Each pupil can bring one book that he/she no longer needs with the personal message to the class. Book will be gathered in the classes from 25/3 to 5/4. 	<p>Next SF meeting is to take place on 11 April.</p> <p>A follow-up information point with latest news will be included on the draft agenda of the next Board meeting.</p> <p>Communication, including planning, purchases and payments modes, is to be sent to all parents before Easter.</p>	<p>MS GP</p>

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	<ul style="list-style-type: none"> • 42 activities (for Primary we have more activities than in previous years) • More focus on environmental and sustainability issues; however, no zero-waste policy was enabled this year, as its design would have had to be implemented from the outset of all preparations. • Disco only for S1 – S3 (4.30 pm – 6 pm) • No late-evening disco for senior Secondary students S4 – S7, because next day is a normal school day (and the disco usually finished at midnight). Several Board members (YS, KN, ACD, HB) expressed their disappointment (“bad surprise”, “the organisation being at the expense of kids”) as regards the reduction of the event duration and the cancellation of traditional activities. It was stressed though that the representatives of Secondary that students were duly informed and agreed to the School’s decision. GP stated that the additional activities cancelled did not produce in the past significant revenues. In reply to Board members’ queries about the APEEE stance, AP and GP re-confirmed their categorical opposition to the reduced programme as has been expressed in the SF Committee meetings since last October. KN and other Board members proposed that the APEEE formally expresses its opposition in a letter sent to the school management. They pointed though to the lack of alternative dates in April/May (with the exception 		

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	<p>of Friday 10 May) and the value of “Europe Day” as a Bank Holiday, which would allow more parents to take part without office obligations and time constraints. The need for cleaning spaces and the school opening the day after reduced the available options. The whole organisation will be discussed again in autumn in view of next year’s celebration. It was agreed that no precedent must be created because of the particular circumstances in 2019.</p> <p><u>GP presented financial information related to the Springfest:</u></p> <ul style="list-style-type: none"> • Expected budget of 60k EUR (last year budget was 67k EUR and in reality was even higher) • More purchases will be carried out by the school • Any purchases of the teachers will be paid by them with the advance given by the school (APEEE will not manage all small payments). The internal procedure will be delivered by the School to all staff next week • Bracelets and tickets for 5-10-20 EUR will be purchased on-line (thus significantly reducing cash operations and associated risks), while only one stand will operate with cash during the day. Therefore, the class representatives must further disseminate and highlight this information within their classes. 		
3. Election of Board members in charge	Almost all members of the Board (with the exception of AH)		AP

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of different functions and of sectors – Composition of the Executive Committee (EXCO), of the Educational Advisory Committee (EAC) and of the Working Groups (WGs) (CA 1/2019 REV1 + chart)	<p>confirmed their participation in the School and APEEE preparatory bodies. Each Board member is expected to participate in at least 2 working groups (WGs). The final xls table will be released after the Board meeting of 29 April 2019.</p> <p>In order to maintain representation of all linguistic sections in ExCo as the APEEE Statutes require, AS and KN should be included as representatives of the German and Dutch-speaking sections on a temporary basis.</p> <p>The Board agreed to close the Internal Controls WG.</p> <p>Participation of the two appointed members in SAC (one for Primary and one for Secondary) will be decided upon by the respective WGs members. This procedure will be included in the amended Internal Rules.</p>	The election of Robert Wein in SAC took place last October by the Secondary WG, while ES was confirmed in writing by the Primary WG members.	
4. Review of the Board's Internal Rules (CA 6/2019 REV1)	The discussion is postponed for the April meeting.	Final comments should be sent by Friday 22 March 2019	All Board members
5. Monthly report from the Human Resources and Operations – HR issues - Access of Board members in the school	All the meetings taking place within school must be announced in advance and on a regular basis (monthly planning) to the school management through OdP.		OdP

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(update from the meeting on 18 March)	<p>Otherwise, the access through the guards cannot be guaranteed.</p> <p>AP recalled the General Secretariat (OSGES) endeavours for a harmonised access policy in all Brussels European Schools as of September 2019. This should include, as a component, badges (“vignettes”) for APEEE Board members and staff.</p>		
6. Adoption of priorities for 2019 (CA 5/2019)	<p>AP presented the priorities for the Board in 2019. The Board approved unanimously these priorities.</p>  <p>CA 5 2019 - APEEE priorities in 2019.do</p>		
7. Executive Committee (ExCo) meeting report of 7 March 2019	<p>MSM presented the outcomes from the ExCo meeting:</p> <p>a) Monthly accounts as of January 2019 discussed:</p> <ul style="list-style-type: none"> a. General Affairs: +20k EUR b. HORECA: -15k EUR c. Extra-curricular: +3k EUR d. Transport: -28k EUR <p>b) GP will have a look on the structure of the accounts to be more user-friendly and understandable and report back to the ExCo in due time.</p>	Minutes from the meeting will be published on the APEEE website	<p>MSM</p> <p>GP</p> <p>OdP</p>

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	<p>c) Pending delayed payments of 800 EUR from school year 2017/8 were discussed. Pending payments for the school year 2018/19 will be analysed already now by all departments.</p> <p>d) The electronic and fully-integrated back-office system will be launched for the school year 2020/21. Epafos contract expires in July 2020.</p> <p>e) Decision that the contract with the recently-recruited IT Assistant will not be renewed. An interim solution for covering all extraordinary needs will be put in place (a Transport monitor with IT skills will be used, <i>inter-alia</i>, for pushing forward the bus tablets project).</p>		
8. Adoption of the annual financial cycle for 2019 (CA 11/2019) - New accountant and auditors contracts	<p>The Board approved the yearly financial cycle as set out in CA 11/2019.</p> <p>The new contract with Debroux et associates (Mr Goret) will be signed for up until the end of this year. A 4-month termination clause was added to this contract. The possibility of hiring an internal accountant/financial manager should be analysed by autumn.</p> <p>The Board approved both the renewal of contract with the</p>		<p>AP</p> <p>GP</p>

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	accountant and auditors. AP will sign these contracts.		
9. Operational WG news and draft decisions to be adopted by the Board (CA 14/2019) a) Extracurricular activities (CA 15/2019) b) HORECA (CA 12/2019) c) Transport d) Enrolment periods for 2019-2020 (CA 13/2019)	Operational WGs summarized the current topics which they are dealing with:	<p>Minutes of Operational WGs as well as minutes of the joint School – APEEE (Canteen – Extra-curricular – Financial) Committees will be circulated for prior information of Board members only and on a regular basis. Information set out in those minutes must remain outside the public domain (not to be published on the APEEE website) and are to be considered purely as decision-making enablers of ExCo/EAC and the Board.</p> <p>Once ExCo/ EAC have</p>	<p>AP</p> <p>MSM</p> <p>KN</p>

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	<p><u>Extra-curricular activities WG:</u></p> <p>a) <u>Planning of activities:</u> The capacity offered by the school is limited, and therefore any need for external space in view of next year's planning must be assessed soon. The WG will launch a call to all parents for new training modules and also for the summer camps on the basis of specific educational criteria.</p> <p>b) <u>Number of participants in activities:</u> The current ADEPS rule of 15 students; WG discussed whether the number of students in specific activities might be increased to around 18 in order to accommodate more children in the high-demand activities and also to mitigate the need to increase the prices for the next school year. Similarly the minimum number of students could be reviewed.</p>	<p>been consulted thereupon, the relevant decisions will appear only in its minutes.</p> <p>NS will take over the WG Chair from the acting head (AP) after the upcoming ExCo meeting of 11 April.</p> <p>The next WG meeting is planned for 30 April.</p>	<p>AP</p> <p>NS</p>

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	<p>c) <u>Remuneration of monitors:</u> The current policy is a linear one without any distinction between risks/responsibility and/or intellect-intensive work and not; a differentiated policy could be studied by the WG.</p> <p>d) <u>Pricing of activities:</u> The previous WG has suggested a further increase of price by 5% as of September 2019; this increase could be mitigated if additional revenues resulting from more activities (inside and outside the School) could be made available or if the number of enrolled pupils could be increased, by reviewing the activities on offer in order to maximise the participation. WG members proposed to examine the possibility of applying a discount for multiple enrolments.</p> <p>e) <u>Planning of (new) activities:</u> The APEEE must be ready to consider any new proposals by mid-April; in this context, the APEEE must consider the criteria for activities, including proposals for one-language modules or not (for example, activities only in Spanish, Greek, Dutch).</p> <p>f) <u>Communication with parents:</u> - Evaluation of activities - Survey among monitors and parents should be launched in</p>		

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	<p>April via SurveyMonkey. APEEE may consider how to improve communication and to receive feedback from monitors and parents, while considering the existing channels, including the complaints database; all WG members should be included among the recipients of messages sent via the Helpdesk.</p> <p><u>g) Hiring of a part-time assistant (20 hours per week):</u> The new post is considered useful and relatively urgent. The Board is invited to approve publication of the new post with the possible start of the work as soon as possible. The Board approved the job description to be published by the end of March 2019 (see follow-up in next column). This decision may impact on the possible increase of the prices of the extra-curricular activities for the school year 2019/20 (to be discussed in the WG in late April/May).</p> <p><u>h) Sharing of work - Role of the WG:</u> Co-operation with the Office Manager: It is important that we share the work in an efficient way and discuss the most appropriate co-operation framework with Mr Materna.</p>	<p>NB: Point g) was finally addressed after the reported Board meeting through a temporary recruitment of a part-time Assistant (one of the monitors) until November 2019. This decision was required because of the prolonged absence of a staff member and the absence of any back-up personnel.</p> <p>The publication of the</p>	

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	<p>i) <u>Snack & Go</u>: The current practices and organisational arrangements are not satisfactory and will be re-assessed in the next WG meeting.</p> <p>k) <u>Extra-curricular regulation</u>: The new draft regulation consolidating previous disperse rules and informal practices has been elaborated to a very large extent and will be presented to the Board in April. Its adoption in May will enable the launch of new enrolments and the more transparent functioning of the areas as from next school year.</p> <p><u>Canteen WG:</u></p> <p>a) <u>HR issues</u>: A proposal to promote 3 members of staff due to different positions and/or new tasks. This will again be discussed within the WG. A proposal to temporarily hire a new member of staff for dishwashing after 09/2019. Temporary replacement of the catering chef due to his long-</p>	<p>post, as agreed by the Board in CA 15/2019, will take place in October 2019.</p>	JN

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	<p>term absence.</p> <p><u>b) Investments:</u> RobotCoupe purchase approved by the Board at its previous meeting in February. Cafeteria: 2 meetings/visits with architects held on 11/2/2019 and 5/3/2019. The consolidated material with our needs, expectations and possible options will be drafted by the WG and then discussed with the school. Further discussion about other investments (self-cleaning zones, kitchen equipment, and tablets etc.)</p> <p><u>c) Catering regulation:</u> Consolidated canteen regulation drafted and discussed within the WG. The regulation should be submitted to the Board in April in order to get approval at the latest in May. The new enrolment for the canteen services and the functioning of the sector for school year 2019/20 will be governed by this new regulation.</p> <p><u>d) Xafax NetPay module for charging of badges:</u> The system is uploaded and available for testing. WG members received login details and comments have been provided but for the moment the payment option is not working. As current contract with Xafax ends in April 2019, WG will discuss about the further steps.</p>		

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	<p>e) <u>Food policy</u>: Review of the food policy is long overdue, the feedback from the survey will be taken into account. A meeting with the nutritionist already took place in March and a second meeting is planned on 30 April to further assess and discuss the better implementation of the policy and the possible changes needed.</p> <p>f) <u>Wednesday lunch from the school 2019/20 for the primary students</u>: A meeting with Mrs Malik was held on 15/03/2019. She should come back to the WG as regards the possible solutions (change of the timetable or organisation of the school).</p> <p><u>WG Transport:</u></p> <p>FZ proposed the referral of the WG points to the next Board meeting.</p> <p><u>Enrolment periods for school year 2019/20:</u></p> <p>The Board approved the following time schedule for the enrolment:</p> <p>Annual fee: starting on 13/5</p> <p>Canteen and Transport: from 3/6 until 14/6</p>	<p>The next WG meeting is planned on 22 March.</p>	<p>FZ</p>

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	<p>Closed for one week (17/6 to 21/6)</p> <p>Reopening on the 24/6</p> <p>Extra-curricular: from 17/6 until 28/6</p> <p>Closed for one week(1/7 to 5/7)</p> <p>Reopening on the 8/7</p> <p>Registration will remain closed during summer period from 19/7 till 28/8.</p>		
<p>10. Educational updates</p> <p>a) Situation of Brussels European Schools – Temporary site</p> <p>b) 2019-2020 Enrolment policy</p> <p>c) Educational WG news</p>	<p>a) Temporary site - AP informed about the latest developments at the <i>Group de Suivi</i> (GdS) - <i>Monitoring Group</i>. It seems that the Belgium authorities are keener on analysing in parallel the availability of the Evere site (in the form of modular blocks to be used on a temporary basis in view of the long-term construction of the 5th European School on the same site).</p> <p>This is in line with the approach suggested in two subsequent letters of the Brussels APEEE Presidents to the competent Ministers Jambon (in October 2018) and Geens (in February 2019). <i>Régie des Bâtiments- the Building Authorities</i> will prepare a file also for the Berkendael site (to evolve into a permanent site). The most likely dates for the use of Evere</p>	<p>The next GdS meeting is planned on 28 March 2019.</p> <p>The Belgian authorities are supposed to be presenting the file to the Council of Ministers on 13 May 2019.</p>	AP

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	<p>site are in September 2021 (for the temporary location) and in September 2025 or 2026 (for the permanent school location).</p> <p>EEB2 and EEB3 APEEE Presidents continued also the legal scrutiny of the proposed Arts-Loi site requirements in close co-operation with Racine legal firm. Their preliminary conclusions point to only a few legally-enforceable grounds for a possible parental challenge before Belgian courts.</p> <p>b) 2019-20 Enrolment policy – The Central Enrolment Authority (CEA) meeting took place last Friday (15/3): 222 more enrolments in total for all Brussels Schools in phase I. Ixelles received 628 applications (222 for nursery, 242 for primary, 164 for secondary; 314 applications concern the French section.). It was stressed that only 12 applications for Secondary were marked as “priority” enrolments.</p> <p>A stricter “dominant language” policy will be applied.</p> <p>The upcoming CEA meeting on Friday 22 March is set to adopt a decision as to the number of new classes in our school (possibly 5, against 10 new classes opened in September 2018). The Board acknowledged the steady pressure on Secondary level (2 new S1 classes and 2-3 new S2 classes in FR section) as a possible result of the change to</p>		SB

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	<p>the enrolment policy in the Belgium system.</p> <p>Board members (EMA, HB) requested the distribution of CEA documents. The point will be raised by SB for confirmation in the upcoming CEA meeting.</p> <p>c) News from Educational WGs and EAC: KN presented the current topics discussed in the Secondary Education Council (CE) on Thursday, 21 March, for which no agenda was received from the school.</p> <p>The main themes suggested by the APEEE Secondary WG were about the access policy to 2019 pre-BAC tests, the communication between the school and parents (especially as regards the annual calendar via SMS), the 2019 summer calendar for the newly-designed school activities in the last week of June in conjunction with the S5 work experience schedule (not received in good time, while parents had already booked their itineraries), the ongoing problems with the new marking scale and harmonisation effects as well as the overall well-being at school policy, including a clear set of disciplinary rules. A few Board members (GB, GG, BE ACD) suggested a close monitoring and possible review of the existing Smartphone policy in Secondary (rules entered into force in March 2018).</p>		KN

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	<p>Primary CE was held in early Feb. The new CE meeting will be held on 4 April.</p> <p>Minutes from the EAC are already finalised and will be published on the APEEE website.</p>		

Next Board meeting scheduled for Tuesday 30 April 2019, at 7 pm

Indicative list of points

- i. Springfest 2019
- ii. APEEE draft investment policy and long-term management of funds
- iii. Examination of the draft internal Regulations for Catering and Extra-curricular activities
- iv. Adoption of the amended Board's Internal Rules (possible)
- v. Framework School – APEEE Convention (possible)
- vi. Review of APEEE Statutes (possible)