

**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS' ASSOCIATION
MEETING OF 24 APRIL 2018**

**Document Number
CA 14/2018**

MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD

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

Members of the Administrative Board:

Ronald ALBERS (RA)

Geraldine BARRY (GB)

Hayet BENABDERRAHMANE (HB)

Agnès BOUCHERON (AB)

Sarah COLLINS (SC)

Katia DE SOUSA DIHO (KDSO)

Komninos DIAMANTARAS (KD)

Barbara EGGERS (BE)

Catherine FENECH (CF)

Georgios GEORGIANNAKIS (GG)

Tomas HRUBY (TH)

Kveta JANOUSKOVA (KJ)

Ioannis KROUSTALIS (IK)

Kamila KAUKIEL (KK)

Rosita LAKE (RL)

Elena MARTÍN ALONSO (EM)

Dirk MEERT (DM)

Jakub NICE (JN)

Koen NOMDEN (KN)

Anastassios PAPADOPOULOS s (AP)

Gerard PAYNE (GP)

Maria SAURA MORENO (MSM)

Andreas SCHNEIDER (AS)

Jo TURNER (JT)

Fani ZARIFOPOULOU (FZ)

Extraordinary participation:

Observer: Ornella DI PERRI (OdP), Georges SPYROU (GS), Martine STEENHOUWER (MS)

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

Agenda point	Discussion/Conclusion	Follow-up	Responsibility
1. Approval of the draft agenda	Agenda was approved by the Board		
2. Presentation of the results of the 20 April 2018 ExCo meeting	<p>Two ExCo meetings held after the last Board meeting in March 2018:</p> <p><u>Meeting held on 22/3/2018:</u></p> <p>Financial results as of February 2018 were discussed.</p> <p>Purchase of 4 out of 12 tents needed for Springfest was approved.</p> <p>IT issues discussed (e-enrolment and back-office)</p> <p>Costs for e-payments in the enrolment system reached 11k EUR in the current school year. Moreover, reconciliation of the payments lists is difficult. Therefore, the services of the external company, Mollie (e-payment – Bancontact and credit card) were terminated. Currently, it is possible to pay only via SEPA payments or direct debit.</p> <p><u>Meeting held on 20/4/2018:</u></p> <p>Preliminary material prepared by Ad-hoc WG on the APEEE assets was discussed</p>	Minutes from ExCo meeting will be published on the APEEE website	OdP

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	<p>Use of complaints database – several proposals how to improve this database were discussed.</p> <p>Sector information:</p> <p>Canteen – Canteen Committee meeting was held on 12/4. In this context, improving the supervision during the lunch was requested from the school, by including P3 – P5 teachers in the supervision (with the free lunch offered) will be analysed. Maximum financial costs are less than 10k EUR. On this basis, the EXCO at its meeting on 20 April agreed to extend the free luncheons to P3-P5 teachers.</p> <p>Bi-lateral meeting APEEE - School, as regards future canteen investments (cafeteria, canteen and teachers canteen) will be held at the end of May.</p> <p>Transport – the impact of a likely abolition of the ALE scheme by Belgian authorities will be further analysed. Project for the monitoring of presence in buses for children's' safety was discussed (geo-tracking). Transport WG will meet on 27/4 to discuss and propose the solution for a Board decision in May.</p> <p>EPAFOS company – the 2-day visit of EPAFOS representatives took place on 19 and 20 April. A</p>		

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	<p>report will be prepared and presented in May to the Board with a view to ensuring a reliable database for enrolments and payments.</p> <p>Procedures based on the adopted RSM recommendations were presented by Ms Delacroix and Ms di Perri to the APEEE staff. The analysis of their implementation will be a continuous process, whose modalities will be arranged at a next Board meeting. Ms di Perri conveyed staff reservations on some practical measures suggested in the RSM report. Each sectoral WG and the Internal Controls WG will be tasked to follow them up in their respective areas of concern.</p>		
3. Intermediate financial report from the external auditor	Postponed for the Board meeting in May 2018, when the financial results of APEEE up until 31 March 2018 will be presented. Our accountant and external auditor will be present.	On 22 May 2018	RSM, Debroux et associés, KD, OdP, AP
4. Priorities from the APEEE Working Groups for the current year (see for further information CA 11/2018 and CA 13/2018)	<p><u>Canteen:</u></p> <ul style="list-style-type: none"> Continuous focus on quality and improvement of menu, satisfaction survey in 2018 and envisaged update of the APEEE Food policy 	At the beginning of this discussion, the President announced his intention to enable a presentation of WG outcomes by each Chair and in	All WG Chairs

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	<ul style="list-style-type: none"> • Focus on keeping financial results of the canteen in balance without significant divergences • Educational project with the school for nursery and primary students • Self-cleaning project and analysing ways to set up “clearing areas”. • Simplification, automation and reduction of administrative workload. • Discussion with the school about the possibility of increasing enrolments for Wednesday lunches in the canteen. <p><u>Transport:</u></p> <ul style="list-style-type: none"> • Main focus was to fix the problem with the e-enrolment database for payment purposes and therefore other projects had to be postponed for the time being • Improvement of the communication with the parents • Follow-up to the improvement of the e-enrolment system for the second year (for all 	five minutes at each Board meeting.	

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	<p>sectors)</p> <ul style="list-style-type: none"> • Safety (tablet) project • Monitoring of the implementation of transport contracts (monitoring penalties to companies) • Update of the Transport website <p><u>Extracurricular activities:</u></p> <ul style="list-style-type: none"> • Summer camp programme – apart from the usual sports and art program, a novelty consists in a STEM course introduced for Primary (in the afternoon) and Secondary students (in the morning) from 25/6 until before the last BAC day. • The introduction of a crash-course to prepare students for the Chinese summer camp in July 2018 depends on the demand from parents (for the moment only 2 families have expressed their interest). • Programme of extra-curricular activities for the 2018/19 school year will be finalised in May (next WG meeting on 15 May). 		

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	<ul style="list-style-type: none"> Update of the website <p><u>Primary/Nursery WG:</u></p> <ul style="list-style-type: none"> The first WG meeting in April addressed the key priorities for 2018 (<i>inter-alia</i>, Learning to learn projects for P4 and P5, transitions from one education cycle to another and the future language policy in Nursery/Primary following the decisions to be taken by the Board of Governors in December 2018/April 2019 etc) and discussed also the preparation of the Primary/Nursery Education Council on 24 April. <p><u>Secondary WG:</u></p> <ul style="list-style-type: none"> Preparation for Secondary CE meeting on 19 March 2018, highlighting the need for co-ordination between parent representatives (section and APEEE Board representatives) to present valid points for the school on the basis of the agreed new Rules of Procedure. 		

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	<p><u>Prevention and Well-being at School – Addictions WG:</u></p> <ul style="list-style-type: none"> CA 11/2018 was prepared by the WG that outlined the WG assessment of the first year of the School Plan (2017-2018) and included recommendations for future action. The WG Chair stressed the need for the setting up of a joint School-APEEE Committee following closely all actions and updating the multi-annual strategy, as appropriate. 		
5. Monthly report from the Human Resources and Operations Manager	<p>OdP referred to the recommendations given by the external contractor (RSM). Their application seems to be more relevant for the staff than for the Board. Recommendation will be again analysed and the Board will be informed accordingly.</p>	<p>Information about implementation of recommendation will be provided to the Board for information.</p>	OdP, TH
		<p>An annual roadmap for all APEEE financial and audit operations will be discussed at the Board meeting in May.</p> <p>Proposals for the modification of the evaluation procedures</p>	<p>AP</p> <p>OdP</p>

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	external), including extra-curricular coaches, supervisors and bus attendants (approximately 113 people) will be finished by June 2018. OdP will summarise the evaluation process and propose some changes for further implementation, such as the evaluation of external staff every two years instead of every year.	will be submitted to the Board for approval in due time.	
6. Outcome of the Board of Governors meeting (from 17 to 19 April 2018) in Tallinn, Estonia (CA 12/2018)	<p>Inter-parents meeting in Luxembourg I School on 12 – 13 April 2018 was attended by GS. A written report is presented in his CA 12/2018.</p> <p>Board of Governors meeting was held in Tallinn, Estonia. Only President and VP of the Inter-parents attended this meeting. Here below are the main points discussed:</p> <p>Revision of the language policy – postponed decision for December 2018 / April 2019, whereby WG will continue discussions. Inter-parents representative in the WG is EEB1 President, Ms Mathe. Mr de Tournamire, director of our school, is also a member of this WG. During some exchanges in the Primary/Nursery EC meeting on the same day and upon questioning from one member, he</p>		GS, AP, KN



Conseil d'administration

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	<p>All orders are already placed (food, equipment, etc.)</p> <p>A communication to parents was sent today.</p> <p>Volunteers already registered for almost all tasks (hot-dog, popcorn, barbecue and purchase of tickets).</p> <p>Purchase of tickets – on-line pre-purchases will be allowed, while payments by Bancontact as well as cash purchases will be made possible on Springfest Day itself. Pre-enrolments will close on Wednesday, 2 May at 9 am, with a view to preparing lists for manual handover to the primary and nursery teachers. Secondary students will pick up their pre-ordered tickets and bracelets in pre-fixed slots.</p> <p>Mr Tasho was thanked for his significant contribution to providing the IT tools for visitors' prior registration, pre-orders and payments.</p>		
8. Clarifications about the role and the functioning of the APEEE Working Groups (proposal for amending Article 7 of Board's Internal Rules) (CA 9/2018)	<p>AP presented small modification of the Article 7 of the Board's Internal Rules.</p> <p>The new proposal aims to reconfirm the existing provision that Ms di Perri and sectoral staff will be duly informed and participate in WG meetings, which is already the case in some areas. Another objective is to grant a reasonable deadline to APEEE</p>	Re-drafted proposal for Article 7 will be submitted to the Board in May.	AP

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	<p>staff to provide information on requests made by Board members, thus reconciling their obligation with daily business priorities.</p> <p>It was agreed that the proposal will be re-drafted and submitted to the Board in view of a next (probably May) meeting.</p>		
<p>9. 2018-2019 Enrolment policy</p>	<p>JT presented the results of the first enrolment phase:</p> <p>The total number of applicants in Phase I was 1863. This represents a higher number than last year but it is difficult to compare data, as the policy has changed to concentrate applications in the first phase. The number of FR applicants is almost 45%, a marked increase compared to previous years, where the average was at approximately 38%.</p> <p>There were 47 requests received for Berkendael for sections that do not exist yet there, among these being Greek, English, Spanish and Italian (19 applicants!), Dutch, Polish, Portuguese and Swedish applicants. The only viable group based on applications to Berkendael alone were an Italian Mat class, which after language testing was completed,</p>		

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	<p>included 13 children.</p> <p>Satellite classes in Berkendael will be created only for nursery – for the following sections DE, EL, EN, ES and IT.</p> <p>In our school new classes (on top of the anticipated by the BoG structure) are to be created in the nursery section for EL and CZ, in the P1 section for EL and CZ and in the S2 section for FR.</p>		
10. Staff issues (CA 10/2018 + ADD1 - CA 48/2017 REV1 + ADD1)		.	AP, MSM
11. European Schools Summit on 22 and 23 May 2018	<p>AP presented the existing information about the upcoming High-level Conference on European Schools. The attractiveness of European Schools and the future of the cost-sharing system are the background for this event, which was announced in December 2017 by Commissioner Oettinger at his meeting with all 13 School Presidents. It is composed of two elements: first Commissioner's Oettinger's meeting on 22 May with the Education Ministers dedicated to the secondment of teachers; second, a high-level round-table on 23 May on how the European Schools, including the rising number of accredited ones, can attract and retain the best</p>	<p>IP are preparing a written position informing Ministers and conference participants about parental positions on both important issues.</p>	<p>IP President and Vice-President, GS, AP, KN</p>

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	<p>teachers.</p> <p>As regards the Ministerial event, there is a high risk that it will be limited to awareness-raising only (but still it will be positive).</p> <p>On the following day, keynote speakers will include education experts from international schools, OECD experts, European Schools stakeholders (the SG, inspectors and Heads of delegations in the Board of Governors) and Commission representatives. The form of parental representation will be limited to the IP President and VP.</p>		
<p>12. Meeting with Auderghem local authorities on 20 March 2018 (written information)</p>	<p>A meeting was organised on 20 March 2018 by the APEEE, mediated by its legal adviser (KOAN Law Firm), with Auderghem Mayor, Mr Christophe Magdalijs and his staff dealing with legal affairs and mobility. Mr de Tournemire and Ms Hector were also invited. The meeting sought to explain the difficult situation parents are facing in their daily access to and parking nearby to the school. The APEEE President underscored all constraints to an easy and secure mobility around the school and informed participants about all additional steps taken in recent years to increase the use of school</p>		<p>AP</p>

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	<p>transport.</p> <p>It was agreed that a joint action must be undertaken within a short timescale by both Auderghem and Ixelles municipalities towards the Brussels Region, which is the competent body for the circulation in the Boulevard du Triomphe with a view to addressing all existing mobility deficiencies and to the setting up of a “Kiss&Ride” zone.</p> <p>A letter to Mr Magdalijns is being finalised in the forthcoming days inviting him to take all appropriate actions agreed during the meeting.</p>		
13. AOB	<p>1. CE meeting for Primary/Nursery was held on 24/4/2018, where the following points were mainly discussed:</p> <ul style="list-style-type: none"> • Transition period P5/S1 • Introduction of L3 from P4 – possible reduction of hours for Maths and L1 (in the context of the ongoing discussions about the future language policy) • Mobile telephone policy for primary students – an Ad-hoc WG was proposed to be created to analyse whether the recently adopted policy for secondary students can be applied 		

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	<p>to primary students and under which conditions.</p> <ul style="list-style-type: none"> • Greenpeace project presented by the school – parents will be contacted <p>2. Fifth school in Brussels – an administrative communication from the Belgian Government was received that they would not have a fifth school ready by 2019. It is expected that the fifth school will not be open before 2024. A small group of SecGen representatives, directors of European schools in Brussels and Belgian authorities met on 28/3/2018 (sub-group of the Monitoring Group (GdS)) seeking to identify a possible temporary solution for secondary students. Some place was spotted in the centre of Brussels. Technical feasibility of this solution needs to be discussed. Financial resources for an impact assessment were approved in the December 2017 Board of Governors.</p> <p>The SG intends to call a new GdS meeting in May with a view to preparing the call for tender document for an impact assessment concerning the future long-term configuration of European Schools in Brussels. The results of the impact</p>		

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	assessment will be made available probably in summer 2019.		

Next Board meeting scheduled on Tuesday 22 May 2018 at 7 pm

Indicative list of issues to be addressed:

1. Enrolment dates for the 2018/2019 school year - IT Plan – state of play
2. Recommendations from the Ad-hoc WG on the Financial Management of APEEE Assets
3. APEEE financial results (up until 31 March 2018), intermediate financial report from the external auditor
4. News from the APEEE Working Groups
5. Monthly report from the Human Resources and Operations Manager
6. Updates on the European Schools Summit
7. Preparation of the School Advisory Council (SAC) meeting on 24 May 2018
8. Results of the 2018 Springfest and the Bac Ball
9. Variable and optional salary updates for staff (tbc)