

## ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III

### ASSOCIATION DES PARENTS - PARENTS ASSOCIATION

MEETING OF 30 APRIL 2019

Document Number  
CA 18/2019

#### 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), Martine Steenhouwer (MS) and Alexander Bartovič (AB)

| Agenda point  | Discussion/conclusion   | Follow-up   | Responsibility                 |
|---|---|---|--------------------------------|
| <b>1. Approval of the draft agenda</b>              | The revised draft agenda CA 17/2019 REV 1 was approved.   |   |                                |
| <b>2. Springfest 2019 (Thursday 9/5/2019)</b>       | <p>All the communication has been sent to the parents (registration, sales and APEEE services, etc.).</p> <p>Focus on cashless sales of the tickets. However, as only 60 orders had been placed by the parents before Easter holidays, on-line sales were extended up until Thursday 2 May at 10 pm. Sales on the spot will be possible only with bank cards apart from two stands where the tickets can be purchased by cash.</p> <p>Tickets are to be distributed to the pupils from Monday 6 to Tuesday 7 May.</p> <p>Food can be brought on Tuesday and Wednesday. MS should be contacted in advance.</p> |   | MS<br>GP                       |
| <b>3. APEEE Investment policy (CA 19/2019 ADD1)</b> | GP presented all the exchanges held in relation to the investment of excess cash accumulated by APEEE (meetings with advisors, other APEEEs, etc.). In the inter-APEEE meeting it was agreed to ensure exchange of information about mixed portfolio investments without committing to a common policy.   | Board members should present the written comments on the APEEE Investment Policy by 8 May 2019. | All Board members for comments |

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|              | <p>AB presented a draft of the APEEE Investment Policy as the most important element informing decisions on how the excess cash of the APEEE is to be invested. The cash balance has been constantly devaluing over several years because of the zero interest rate applied to the deposits combined with inflation. He sought to summarize in this document all the important investment information (objectives, risk tolerance, liquidity, duration of investment (no less than three years), income taxes as well as legal and regulatory considerations).</p> <p>GP presented that the resolution approved by the General Assembly in 2018 is difficult to implement as a result of its open and not precise wording. First of all, a full use of the capital-guaranteed scheme finds its limits in the relatively limited number of available financial institutions in Belgium. Moreover, the reference to a minimum floor protection of 95% (in Branch 26) is not suitable either, as it could be interpreted as a stop-loss clause that applies for one-off suspensions of financial transactions, thus leading to an instant loss of the value of the capital and is not suitable for a medium-/long-term management option through funds. Management through funds must be considered solely on a sufficiently long horizon (3 years minimum), as they evolve with a substantial volatility in any given short timeframe.</p> | <p>Follow-up meetings are scheduled in May/June.</p> <p>The discussion in the meeting in May will be preceded by a Guidelines document outlining the total capital and the possible structure of the investment, while the policy statement with all envisaged fund options could be decided by June.</p> | <p>GP</p> <p>AB</p> <p>AP</p> <p>in terms of preparation of all Board documents</p> |

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|              | <p>GP also stressed that the APEEE as an AISBL does not have any legal requirements if it goes bankrupt but, as a matter of principle and by behaving as a responsible and proactive employer, it must maintain a return in the long run on an amount that is estimated at around 1 M EUR. All APEEE excess cash reserves are significantly higher than this amount (approximately 1.4 M EUR).</p> <p>AB and GP stressed also that the management options analysed so far (ING Kronos, Triodos, etc) are of very low probability risk. They are flexible enough and apply no entry or exit costs as from a certain minimum capital, if the investment is needed later for other APEEE objectives.</p> <p>JN, GG, GB, TH, KN and RL presented their comments and suggestions concerning the APEEE Investment Policy. Some of them stressed the need for strict implementation of the 2018 Motion by giving priority to the spread of the excess cash to many more accounts up to the guaranteed amount. Others focused on the maximum protection of capital and diversification of risks also through Exchange-Traded Funds (ETF). A few members proposed part of the invested capital should be entrusted to "green" ESG funds (portfolios of equities and/or bonds for which environmental, social and governance factors (ESG criteria with high sustainability score and examination of poor records on pollution, labour relations or management practices) have been integrated into</p> |           |                |

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|              | <p>the investment process).</p> <p>As far as next steps are concerned, it was agreed that:</p> <ul style="list-style-type: none"> <li>a) ESG options proposed by Board members (for example, ING, KBC or PNB Paribas) will be explored, as regards their sustainability rates, and presented to the Board; it was recalled though that their financial performance only goes back to the very recent past and thus no foreseeable return based on a 10-year horizon for results is possible;</li> <li>b) A tax (withholding tax at source) and legal analysis concerning the management of excess cash will be requested and presented to the Board soon;</li> <li>c) APEEE members will be kept informed on a regular basis about any steps taken.</li> </ul> <p>Finally, there was a (secret) vote as to whether the Investment Policy in its final shape is to be approved by the Board or whether it should be approved by the General Assembly. The Board by a majority of 11 votes in favour, 6 against and 2 abstentions (in presence of 19 members voting also with proxies) decided that it has the management power and mandate from the General Assembly to proceed with the adoption of the policy while keeping the next General Assembly fully informed about the underlying reasons and the management of excess cash reserves which has been</p> |           |                |

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|   | decided upon.  |   |                        |
| <b>4. Approbation / Election of Board members in charge of different functions and of sections – Composition of the Executive Committee (EXCO), of the Educational Advisory Committee (EAC) and of the Working Groups (WGs) - Approval (CA 1/2019 REV2 + chart)</b> | Final composition of APEEE and the joint APEEE/school bodies has been decided and will be published on the APEEE website.  | Publish the composition of the Board on the APEEE website | OdP                    |
| <b>5. Monthly report from the Human Resources and Operations – HR issues</b>  | The Board was informed that - albeit the previous Board decision of 30 April concerning the publication of a new vacancy in the extra-curricular section - due to the urgent circumstances already in April resulting from a long-term sickness of a staff member in the section, a temporary recruitment of an experienced person had to be undertaken to ensure continuity of the service. The agreed standard publication of the position will take place October 2019. | Publication of the post in October 2019                   | OdP<br>MSM<br>GP<br>AP |
| <b>6. Executive Committee (ExCo) meeting report of 11 April 2019</b>  | Due to the absence of MSM, the topic was postponed until the next meeting.   |   |                        |
| <b>7. Exchange of views on the draft</b>  | JN presented the draft HORECA regulation. The idea is to   | WG will send to the                                       | All Board              |

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| <b>HORECA Regulation (CA 20/2019)</b>  | <p>approve the regulation at the Board meeting in May, in order to present this document during the enrolment phase for the school year 2019/20. The parents will confirm that they have read and agree to the HORECA regulation.</p> <p>It was agreed that the re-imbursement rules will be discussed in the next Board meeting. The rules must be scrutinised across all sections to ensure consistency.</p> <p>AP will raise the issue related to allergies with other APEEEs in Brussels and inform the WG accordingly.</p>   | <p>Board members by 7/5 the version for the comments by all Board members. They should send their comments by 14/5.</p> <p>Messages from other APEEEs have been already forwarded to the WG.</p> | <p>members</p> <p>AP</p> |
| <b>8. Exchange of views on the draft Extra-curricular Activities Regulation (CA 21/2019)</b> | <p>NS presented the draft extra-curricular activities regulation. The approach and structure are similar to the draft HORECA regulation.</p> <p>It was stressed (YS) that the terminology used must be consistent in all sectoral Regulations.</p> <p>The idea is to have open-ended, consolidated, hands-on policy frameworks in all APEEE sections, which will be subject to possible amendments where necessary, in the course of their implementation process. Therefore, they will be adopted in view of the beginning of next school year and will be kept under review on an annual basis, as appropriate.</p> | <p>Board members should send their comments by 14/5.</p>   | <p>All Board members</p> |

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| <b>9. Adoption of the APEEE policy on its Social Fund (CA 7/2019 REV 1)</b>                                       | <p>Comments submitted by the Board members have been discussed also in the light of relevant policies in other Brussels APEEEs. More detailed rules for the assessment of eligible assistance costs will be incorporated and an application form will be annexed.</p> <p>New modified version of the policy will be submitted to the Board in May.</p>   |   | <p>AP</p> <p>GP</p> |
| <b>10. Exchange of views on the draft Internal Regulation in Secondary "Living together" (CA 22/2019 ADD 1-3)</b> | <p>AB presented the draft regulation prepared by the APEEE Prevention and Well-being WG regarding the handling of harassment cases in the school. The document includes a definition of the harassment, follow-up of the harassment and types of sanctions, etc. It is intended to be annexed (in Annex III) to the amended "Living together" regulation.</p> <p>The Prevention and Well-being WG may consider additional amendments to the existing regulation by 20 May. In this context, the improvement of the disciplinary procedures for secondary students could be included in the final document.</p> | <p>Board members should provide until 7/5 to AB and AP all amendments to the existing "Living together" regulation.</p> <p>Any new WG amendments will be discussed and agreed upon on 21 May.</p> | <p>AB</p> <p>AP</p> |



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|  | <p>Further reflection is required also concerning the Code of Conduct of April 2018 on the Use of Smartphones.</p> <p>KN complained about recent disciplinary measures taken against students, for which no prior hearing of parents was held. He asked also for the Internal Regulation, once amended, to be translated into English.</p> <p>FZ proposed that the student obligations set out in the APEEE Transport Regulation should be co-ordinated with the school rules for disciplinary actions in order to ensure consistency and follow-up for any violation. The role of the Disciplinary Board must be clarified in this respect.</p> | <p>The School's intention is to have an amended text available for consultation of the Secondary EC at its meeting on 13 June 2019.</p>  |   |
| <b>11. Operational WG news and follow-up in April 2019 (CA 23/2019 REV1)</b> | <p><b><u>Extra-curricular activities WG:</u></b></p> <p>Enrolment for the 2019 summer camps has been prepared and will be published on the APEEE website.</p> <p>Extra-curricular regulation prepared by the WG is to be submitted to the Board for approval in May.</p> <p>Pricing for 2019/2020, new activities' planning, rationalisation of classes and the profitability of the activities as benchmark for pricing updates are to be discussed in the WG on 13 May.</p>  | <p>The informal minutes of the APEEE operational WGs (Communication, IT, HORECA, Transport and Extra-curricular) must be submitted regularly for information of the Board before each meeting.</p> | <p>WG Chairs<br/>VP<br/>Administration<br/>(EXCO Chair)</p> |

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|--------------|---|---|----------------|
|              | <p>As regards the budget for 2019/2020, it is expected that due to last year's increase of salaries for the monitors, which had been overdue for more than six years, prices of the activities should be increased as well.</p> <p>Meeting with the school in the framework of the joint Extra-curricular Activities Committee (mainly for planning and cost-sharing purposes) should be held by the end of May/early in June.</p> <p><b><u>Canteen WG:</u></b></p> <p>On-line charging of the badges is enabled for the parents.</p> <p>Teachers survey will be launched in May 2019.</p> <p>Revision of the Food Policy is on-going; a meeting with the nutritionist, our staff and WG was held in April.</p> <p>The HORECA regulation was prepared by the WG and will be submitted for adoption by the Board in May.</p> <p>“Good Food” project – WG is in discussion with the ambassador of this project within the Commission. Our staff still have to attend a couple of training sessions before the summer.</p> | <p>Their dates must be announced in a timely manner to the APEEE HR and Operations Manager.</p> |                |



Conseil d'administration

**Next Board meeting scheduled for Tuesday 21 May 2019 at 7 pm**

**Indicative list of points**

- i. Approval of the draft internal Regulations for HORECA and extra-curricular activities
- ii. Adoption of the amended Board's Internal Rules (possible)
- iii. Framework of School – APEEE Convention (possible)
- iv. Review of APEEE Statutes (possible)