

ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III

ASSOCIATION DES PARENTS - PARENTS ASSOCIATION

MEETING OF 21 MAY 2019

Document Number
CA 25/2019

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 Alexander Bartovič (AB)

Agenda point	Discussion/conclusion	Follow-up	Responsibility
1. Approval of the draft agenda	The revised draft agenda CA 24/2019 REV 1 was approved.		
2. Oral report of the Executive Committee meeting of 16 May 2019	Due to the absence of MSM, the item was postponed to the next Board meeting.		
3. Adoption of the draft decisions concerning: a. Assistant's job description (part-time) (CA 32/2019) b. Upgrade of one staff member to be deputy kitchen chef	<p>Approved by the Board. The new job description in the General Affairs Sector includes, to a great extent, internal accounting and financial tasks in support of the HR and Operations Manager while maintaining the need for external accounting support for budgetary and medium-term accounting purposes. The other half of tasks of the person to be re-assigned internally (see point c. below) involve general administrative tasks and IT tasks (user support / Help Desk) as agreed previously (part-time IT Assistant).</p> <p>The upgrade was approved by the Board (with two abstentions) as corresponding fairly to the real tasks performed by the employee.</p>	The slight change to the contract will be signed by OdP.	OdP MSM JN AP

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c. Staff internal mobility policy	<p>AP informed the Board concerning the internal mobility principles. These should establish the possibility of re-arranging tasks within and across sectors should the employees express the interest for a move and possess both the qualifications and the skills to perform the new job. By doing so, APEEE will assist in staff career development and boost their motivation. The formalised document complementing the APEEE staff policy will be presented to the Board by MSM, OdP and AP in the second half of the year.</p>	<p>Due to all the changes in staff tasks in the HORECA Sector and the new recruitment during summer, an integration plan during the transition period (from July to November 2019) will be presented at the EXCO/Board in September 2019.</p>	
d. Publication of HORECA Administrative Assistant job vacancy (CA 34/2019)	<p>Due to the internal movement of the HORECA staff (in October 2019), there is a need to hire a new person for the vacant position in the HORECA Sector. The publication of the position will be approved via a written procedure (person to be hired in October).</p>	<p>Adoption of CA 34/2019 via a written procedure No 6/2019 (concluded on 29 May 2019).</p>	

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4. Monthly report from the Human Resources and Operations Manager – HR issues	One staff member from the Extra-curricular Sector and one staff member from the HORECA Sector will be absent up until September 2019. A part-time assistant for the Extra-curricular Sector will work on a half-time basis in the canteen. The tasks of the HORECA and of the Extra-curricular Sector staff will be re-arranged, as necessary. OdP reassured all that the enrolment can be performed with the current allocation of the staff.		OdP
5. Approval of the two draft internal Regulations for HORECA and Extra-curricular activities (CA 20/2019 REV 1 and CA 21/2019 REV 1)	Deadline for the additional comments by Friday 24/5, then written procedures will be launched. Once approved, internal regulations to be published on the APEEE website and in the enrolment system.	Adoption of the HORECA Regulation via a written procedure No 7/2019 (concluded on 5 June 2019). Adoption via a written procedure No 8/2019 (concluded on 5 June 2019).	All Board members AP OdP

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6. Adoption of the activities program and pricing policy in the Extra-curricular Sector in 2019/2020 (CA 29/2019, ADD 1-4)	All documents will be approved (as a "package") via a written procedure.	Adoption via a written procedure No 5/2019 (concluded on 27 May 2019).	AP OdP
7. Approval of the Guidelines for Investment of APEEE Ixelles excess cash reserves (CA 19/2019 ADD1 REV 1, CA 28/2019)	<p>AB and GP presented a draft investment policy statement and guidelines for management of financial assets. They made clear that the Guidelines apply only to the excess cash (asset allocation with a clear definition of the investment horizon, its goals and any risks), while reserves for the operational management of sectors remain outside the scope.</p> <p>The discussion focused on whether (active/passive investment) monitoring of the funds should be made possible and under which conditions (ETF trackers?). These Guidelines do not fix in any way the final outflow of money (the strategy is still open as to the structure of the portfolio which is to be envisaged). It was noted that Board members remain still divided as to the risk preference and the affordable level of management fees.</p> <p>TH presented their position that the investment in the financial funds should not be the main purpose of APEEE. Instead</p>	A follow-up discussion is planned for the Board meeting in June.	GP AP in consultation with AB

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	<p>APEEE should invest for the improvement of the services provided to the children/parents. For example, investment in the self-service for the canteen (the amount of 800,000 euros was spent for this purpose a few years ago by the EEB1 APEEE in Uccle), improvement of the conditions in the cafeteria, etc. should be considered by APEEE. JN supported this position, while MSM added investing in additional staff or offices, which are missing. RA suggested other forms of return to parents (for example, a Tech Lab).</p> <p>KN noted that investment decisions inside the school do not contradict the Guidelines. RL underscored that management fees are normally digressive the higher the value of the amount involved in the exposure.</p> <p>GP and AP highlighted that investment seeks to guarantee the real value of the excess cash/reserves, which is/are undermined by inflation in deposit bank accounts, with no or minimal risk while meeting our liquidity needs.</p> <p>They pointed also to the fact that no alternative investment proposals were either tabled or earmarked by Board members to date. The proposals for investments in other forms as suggested above would need some time (more than one year) before they are planned and implemented. They mentioned</p>		

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	<p>also that the 2020 school budget includes no financial provision for large-scale projects, such as the self-service or the canteen renovations, while the Buildings' Authority must be involved and grant authorisations. All in all, GP committed to presenting in the next meeting a new document encapsulating the precise financial management options.</p> <p>After the discussion, Guidelines (CA 28/2019) were approved by the Board with a slight modifications on the text (only two members were against).</p> <p>It was decided in particular:</p> <ol style="list-style-type: none"> 1) To keep the 1.1M liquidity reserves spread over a number of bank accounts to take as much advantage as possible of the Belgium Government Deposit Guarantee Scheme. This will also ensure immediate cash is available to sectors when needed. 2) To invest the remaining 1.4M (or a lower amount of 1M on the basis of the following conclusions) among four to six tranches (indicatively of 250K) in investment funds, such as Triodos Impact Portfolio (ESG) or ING's Kronos portfolio. 3) That the Board's decision implies a mixed management portfolio of the funds to be invested 		

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	<p>(60% in bonds against 40% in stock exchange schemes).</p> <p>More detailed investment possibilities will be submitted to the Board for consideration (at least 3 options, namely ING Kronos, Triodos, KBC or PNB) at a subsequent Board meeting in view of a possible final decision on the investment proposals.</p>		
<p>8. Adoption of APEEE policy on its Social Fund (CA 7/2019 REV 3)</p>	<p>The Board approved APEEE Social Fund policy.</p>	<p>APEEE Social Fund policy shall be published on the APEEE website. It will be communicated to the members of the EEB3 Financial Committee for any follow-up (that is, designation of contact liaison persons in charge of co-ordinating the implementation of school - APEEE Social Fund policies).</p>	<p>OdP</p> <p>AP</p> <p>GP</p> <p>RA</p>



Conseil d'administration

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	version in the next Secondary Education Council (EC) meeting on 13 June will not be conclusive and conducive to an agreement.		
10. Operational WG news and follow-up a) HORECA	<p>The "Green Week" is to be launched in June. Launching it next year in parallel with the "Health Week" is under consideration as part of the wider school's educational project. There was no time to seek student views on the recipes introduced recently by the canteen staff. However, it seems that vegan recipes had little success so far, while tastes and habits vary across sectors. The choice of fruits sought to import healthy preferences into the students' meals. The HORECA WG would welcome all ideas for recipes from the Board members. KN referred to the important role of the nutritionist. As regards the pricing policy for next school year, the WG recommendation is to maintain it at an overall stable albeit forecasted deficit of 50,000 - 60,000 euros. It is foreseen though that the prices for one or two days per week will be increased slightly.</p>	<p>The document on pricing to be approved by the Board will be prepared in EXCO in June with a view to presenting it at the next Board meeting.</p>	<p>MSM</p> <p>AP</p> <p>JN</p>
b) Extra-curricular activities (CA 30/2019)	<p><u>Internal regulation</u></p> <p>WG members discussed outstanding points (inter-alia, on communication aspects, thereby indicating dates for action; private music lessons; time limit to change or withdraw from</p>		<p>NS</p>

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	<p>activities; cancellation and re-imbursements; text under Safety and Discipline chapter). FZ asked for an extended deadline for further comments. NS to incorporate all agreed points and circulate a revised draft asap.</p> <p>The final text of the Extra-curricular Regulation will be adopted via a written procedure (see above under point 5).</p> <p><u>Follow-up of proposals for new activities</u> JM mentioned that he had met with representatives of the two ASBLs offering coding workshops (proposed by a parent but the prices sought were prohibitive). JM will try to find instructors working at the standard price for extra-curricular activities.</p> <p>On the proposal for sign language, JM explained that he had not yet been able to find an instructor for French sign language but would continue looking.</p> <p><u>Budget and pricing</u> Extensive discussions were held in the WG between a proposal for a flat rate increase of 8% to compensate for last year's increase in instructors' salaries as put forward by the office and an alternative proposal elaborated with feedback from ACD, YS and TH, which consists in a differentiated price update (ranging from 2% to 8% per activity) on the basis of its profitability.</p>		

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	<p>YS, ACD and TH were originally in favour of applying a different rate of price increases by type of activity and a smoother approach to recovering the budget deficit. YS suggested taking into account overheads in determining the pricing of activities but acknowledged that this would take time and the WG could come back on this at a later stage, if needed? GP underlined that past forecasts predicting budget deficits were not fulfilled and therefore it might be possible to consider a different approach.</p> <p>Conclusion: AP, YS, ACD, TH in favour of new tabling with alternative proposal. ACD agreed to make some further corrections by 15/5 in order to finalise pricing.</p> <p>AP indicated that budget should also take into account the indexation of APEEE staff salaries of at least 2%. For the instructors, JM suggested an indexation of instructors' salaries as of 2020 every 1-2 years on a regular/structural basis, for example, 1-1.5 euro.</p> <p><u>Planning for 2019-2020 activities</u></p> <p>JM reviewed the activities currently offered and is preparing a proposal for next year's activities also taking into account proposals from parents and availabilities of rooms. A few monitors are to be replaced.</p>	<p>Board members should provide before 7/5 to AB and AP all amendments to the existing "Vivre ensemble- Live together") regulation.</p> <p>The planning and pricing in the Extra-curricular Sector is to be approved via a written procedure.</p>	

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<p>c) Transport</p>	<p>During the discussion FZ requested clarification about the application of a computerised ranking in the distribution of places (in the first and second phase) and insisted on parents being properly informed.</p> <p>The WG recommendations for 2019-2020 pricing in the Sector is not to increase them. The accountant and the treasurer will attend the WG meeting on 4 June.</p> <p>Other policy issues dealt with by the Transport WG were as follows:</p> <p>a) Revising/rectifying the bus routes where possible, by taking into account the recent satisfaction survey;</p> <p>b) Getting bus monitors acquainted and trained in the use of tablets (problem-solving exercises are to be concluded by the end of the week);</p> <p>c) Triggering the reflection about the environmental requirements for school buses, as other APEEEs have started to do already.</p> <p>FZ referred to the required changes of some bus stops/routes in Auderghem and in Overijse as a result of the municipal authorities' decisions to modify the conditions of bus transportation in their areas.</p>		<p>FZ</p>

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11. Educational news a) Situation of Brussels European Schools – temporary site b) Inter-APEEE conferences (CA 31/2019)	<p>No official information has been received about the temporary site. Only an informal message from the Head of the Task Force confirming that only one proposal is currently on the table but we do not know which one (Evere or Arts-Loi). An educated guess could be that Evere proposal is the only realistic one. On this basis, no substantial changes are expected for the 2020-2021 enrolment policy.</p> <p>The Board approved the organisation of a series of inter-APEEE conferences set out in CA 31/2019.</p>	<p>No meeting is planned on this issue so far.</p>	<p>AP</p> <p>The Monitoring Group on Brussels European Schools (Monitoring Group)</p> <p>AB</p> <p>AP</p> <p>OdP</p>
AOB Review of the Statutes	<p>The review of the APEEE Statutes was brought up in the meeting as a result of the recent adoption of the new Code for Companies and Associations (Legislation of 23 March 2019 as published in Moniteur belge on 4 April 2019). The Law allows associations existing on 1 May 2019 to opt-in for the new provisions as early as possible. This provides an opportunity - but not an immediate obligation - for reviewing</p>	<p>A follow-up discussion is planned at the next Board meeting in June.</p>	<p>AP</p> <p>GP</p>

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	<p>the Statutes and other statutory rules, also in the light of the experience of their implementation since October 2015 and all progress achieved since then (in particular, the Internal Rules of Operation as well as the ad-hoc Board decisions on several HR and policy issues). It was recalled that APEEE's ultimate deadline for compliance with the new legislation is on 31 December 2023.</p> <p>Board members expressed in a very large majority their openness to reflect upon possible amendments, including to those rules, whose strict application might prove counter-productive for medium-term continuity. GP and FZ referred, in particular, to the urgency of deciding on the strict rule concerning the mandate of the President. TH suggested to consider reviewing the rules for MAT representatives and the Secretary post.</p> <p>In terms of follow-up, MSM, supported by others, expressed the clear wish that this prior analysis of the needs should be outsourced to the external legal firm (KOAN), who will be invited to provide written suggestions. Part of this analysis will address the relevance of the existing internal Rules of Procedure and the appropriate re-engineering of their position.</p>		

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	<p>FZ, supported by KN, suggested to set up a Working Group to review all amendments to the Internal Rules of Procedure. The final decision on the latter will be adopted in the next Board meeting, once more clarity about the next steps of the review of the Statutes will be made available.</p>		

Next Board meeting scheduled for Tuesday 18 June 2019 at 7 pm

Indicative list of points

- i. Springfest 2019 - Results
- ii. Analysis of the accounts - Adoption of the general and the pricing policy in the Transport and HORECA Sectors in 2019/2020
- iii. Adoption of the Board's amended Internal Rules
- iv. Review of APEEE Statutes
- v. Framework School – APEEE Convention (potential item)