

**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS' ASSOCIATION
MEETING OF 26 JUNE 2018**

**Document Number
CA 27/2018**

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:

Ronald ALBERS (RA)

Geraldine BARRY (GB)

Hayet BENABDERRAHMANE (HB)

Agnès BOUCHERON (AB)

Sarah COLLINS (SC)

Katia DE SOUSA DIHO (KDSD)

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:

Observers: Ornella DI PERRI (OdP), Lucas TASHO (LT), Petr BREZINA (PB), Arnoud HEERES (AH)

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

Agenda point	Discussion/conclusion	Follow-up	Responsibility
1. Approval of the draft agenda	The agenda (CA 19/2018 REV 1) was approved by the Board.		
2. Presentation of the results of 21 June 2018 EXCO meeting	<p><u>Treasury:</u> Report of the Ad-hoc Working Group on financial assets finalised and will be submitted to the Board. Financial results as of May 2018 are not available yet. Our accountant is delayed. The new Treasurer should deal with these delays for the school year 2018/19.</p> <p><u>Canteen:</u> The APEEE-OIB convention for providing meals to the enrolled pupils needs to be renewed. Further information will be provided for the September meeting.</p> <p><u>Transport:</u> Transport may and will continue with the ALE also</p>	<p>Once minutes approved by the EXCO, they will be published on the APEEE website</p> <p>.</p> <p>At the time of the Board meeting a draft was pending for discussion with OIB representatives. The final version was signed by OdP (on behalf of AP) on 30 August 2018.</p>	<p>OdP</p> <p>OdP</p>

	<p>for the next school year 2018/19.</p> <p>Very low registration up to this date (parents wait normally until extra-curricular activities and OIB childcare facility places are confirmed).</p> <p>Many requests for new stops have been received to date. Routes are being reviewed to a certain extent.</p> <p><u>Extra-curricular activities:</u></p> <p>Discussion with the school for further co-ordination involving the extra-curricular activities and the OIB childcare facility needs on school premises. The extra-curricular activities convention may be re-opened for consideration. Also, the canteen convention may be revised.</p> <p>EXCO agrees in having a flexible policy of staff remuneration of monitors to take into account the market, satisfaction, work assessment, etc.; otherwise we risk not having skilled profiles for monitor positions.</p> <p><u>Communication / IT:</u> EXCO had an exchange of views and agreed on outsourcing the task of re-designing website's layout.</p>	<p>Meetings with the school management were planned in June. The 2018/2019 program was endorsed by the Extracurricular Committee on 13 July 2018.</p> <p>A follow-up discussion with the IT manager as well as within the Board could be envisaged at a later stage.</p>	<p>AP</p> <p>OdP</p> <p>AP</p> <p>AP / OdP</p>
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			FZ / Transport WG
			RL / Extra- curricular WG
			CF

<p>3. Presentation of the results of 12 June 2018 EAC meeting</p>	<p><u>22 May Ministerial meeting and 23 May high-level conference:</u></p> <p>During the Ministerial meeting of EU Education ministers on 22 May 2018, the lunch was devoted to discussing the European schools and more precisely focused on the perspectives of the cost-sharing model. There was no InterParents presence. Apart from a successful awareness-raising effort from the Commission, there was little concrete result from the meeting in the end.</p> <p>On 23 May Ministers discussed with representatives of teachers and InterParents. The discussion focused on cost-sharing and on the attractiveness of the European schools for teaching staff. Although European schools pay less than other international schools, the conclusion was that the European schools are still attractive enough for recruiting teachers. Teacher representatives expressed themselves against additional allowances as a means to attract teachers. Among the more specific outcomes of the meeting was the setting up of a “Troika” of five countries (Germany, Estonia, Greece, France and Spain) and the general agreement around the table that the accredited schools will also have to pay fees for the services they receive from the European school system.</p>	<p>Once minutes approved by the EAC, they will be published on the APEEE website</p>	<p>OdP</p> <p>KN / EAC / Primary and Secondary WGs</p>
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	<p><u>AXADO sexual education session:</u></p> <p>Several issues reported by parents:</p> <ul style="list-style-type: none"> - Although the session should take place in L2, in some cases it was only available in French. Many children did not understand what was related. - Class teachers were not allowed to be present in the room. <p>The issues will be discussed in the next Primary and Nursery Education Council on 26 June.</p> <p><u>Secondary Education Council (7 June):</u></p> <p>The main issue discussed was the new marking scheme that will be implemented as from next school year in secondary (except for S6-7). The new system is based on attainment descriptors for competences and the scaling is different, depending on each topic. Attainment descriptors and a general information note are available on the Secretary General's and the EEB3 websites.</p> <p>The school will organise another training session and will monitor the application of the new system, amongst others, by comparing the year 5 marks between the old and new system.</p>		
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	<p>The following points were raised in the Education Council:</p> <ul style="list-style-type: none"> - Parents wondered when it is always clear to the student when he/she passed. - Matrices should be communicated about how grading will be done for each subject matter. - There was some confusion between teachers and management about what should be communicated to students when tests are corrected. There should be sufficient communication so the students can easily understand the grade they obtain. - Parents are advised to follow closely the application of the new marking system. Section delegates in the Educational Council will closely follow up its implementation in future Educational Councils. <p>Among the other items discussed were exchanges with other European schools, where it is admitted by the school management that more complete information should be available to parents (for example, which are the criteria for allowing or not allowing exchanges).</p>		
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<p>4. Monthly report from the Human Resources and Operations Manager</p>	<p>1) Two canteen staff missing (one person from cafeteria and one from the canteen secretariat). Will be discussed in September.</p> <p>2) Need for the part-time secretary for the General Affairs and part-time accountant for APEEE</p> <p>3) Evaluation started for the permanent staff, should be finalised by the end of July/October, whilst other members will follow until the end of 2018.</p>	<p>Proposal on how to solve expected long-term absence of two members of the canteen will be presented to the EXCO and Board in September</p> <p>Proposal (job description, estimated costs, duration of the contract) will be presented to the EXCO and Board in September.</p>	<p>OdP and MSM</p> <p>OdP and MSM</p> <p>OdP / Board members in charge of operational WGs</p>
<p>5. Monitoring Group (Groupe de suivi - GdS) meeting of 22 June 2018</p>	<p>1) Terms of Reference (ToR) for the Impact assessment (IA) for the future of Brussels European Schools was discussed and modified. AP proposed to extend the scope to the IA to assess the envisaged temporary site for S6/S7 students at Arts-Loi. It was suggested by the SG and followed by the majority of the Monitoring Group members that the latter will assess internally the temporary site requirements.</p>	<p>APEEE Board members should talk informally to their section secondary teachers and seek for their opinion. Deadline to send the feedback/ opinions from teachers to AP is 6 July.</p>	<p>AP/ All</p>

	<p>The call for tender is to be published in July/August. A subsequent Monitoring Group meeting on this matter could be envisaged for July.</p> <p>2) Temporary site (near Arts-Loi, Av. des Arts 30) – all School directors supported this idea. The Belgian Council of Ministers should decide about the building in July 2018 (including granting of the Evere building as fifth school and the Berkeandal site as permanent annex to EEB1). The capacity of the building is between 1,000 and 1,200 students. The temporary site at Arts-Loi should be used as of the school year 2020/21. AP stated that it is not clear what criteria were used for the pre- selection of the schools (Ixelles and Woluwe). Access to public transport was highlighted during the Group meeting. It was confirmed by the SG that there is no possibility for transport service in the city center. AP insisted that the parents should be involved in the follow-up discussion on educational conditions and logistical requirements. SG and the RdB cannot present any alternatives for temporary/permanent sites before the 5th School opens. APEEE representatives from EEB2 and EEB3 (AP) presented in the discussion a series of questions and expressed their opposition to the targeting of their schools' students (S6/S7) as part of any transitory arrangements.</p>		
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	<p>AP considered that the outcome of the GdS was the decision to extend the examination of all alternative proposals for "mobile students". Another meeting should be held in September – October. SK SWALS representatives suggested organising a petition in September, while the idea of an Extraordinary General Meeting of all parents in September is to be considered as well. The next steps will be discussed in the next Board meeting on the basis of any latest developments.</p> <p>Provided that the Belgian Council of Ministers adopts its "granting" decision in July/September 2018, the first technical note on the temporary site could be expected only in June 2019 (at the earliest). The final decision on the future enrolments on the temporary site must be taken by the Board of Governors in December 2019 (enrolment policy for the school year 2020-2021).</p>		
6. Outcome of the meeting of 25 June 2018 concerning the school's extra-budgetary accounts	<p>GP presented the results of the meeting with the school on the extra-budgetary accounts (in the meeting participated also RA and AP):</p> <ul style="list-style-type: none"> • Improvement in transparency by the school appreciated by APEEE • IAS conclusion – extra-budgetary accounts cannot be managed by the separate school ASBL (AGP EEB3) 	A follow-up meeting concerning the details of the agreed policy on primary and nursery class funds for next school year 2018/2019 could be at the end of August 2018.	GP / AP / RA

	<ul style="list-style-type: none"> • It was agreed that the class funds for nursery/primary will be managed by the parents. However, the parents must be encouraged to take a role of treasurer in the classes. • Accountability needs to be strengthened – a bilateral group between the school and APEEE shall be created (approximately 2 – 3 meetings a year). SAC will be never involved in the extra-budgetary accounts. The role of APEEE representatives could be having an observer or an equal status (details need to be fixed at a later stage). • Vending machines – school agreed that APEEE can take over them once the current contract is finished. • Convention on the extra-budgetary accounts will be prepared and discussed at the next Board meeting. 	The final arrangements of the new convention between the school and APPEE will be discussed in autumn.	
7. Updates on IT 1) APEEE website and terms of reference for the website layout (CA 25/2018) 2) Back-office system 3) Recruitment of part-time IT	LT presented the latest information on IT topics: 1) APEEE Website – needs to be switched from Drupal 7 to Drupal 8. LT presented the statistics as regards visitors to our website and new functionalities (small advertisements and weekly newsletter for subscribed users).	EXCO	LT / GG / IT WG / Comm WG

<p>Support Assistant for six months (CA 26/2018)</p>	<p>CF presented the outcome of the EXCO vote where all participants agreed to outsource the refreshment of the layout of the APEEE website to an external company. This needs to be done due to the current priorities of LT in IT area (enrolment and back-office system). CF presented the terms of reference with the definition of our needs as regards refreshment of the website layout. The estimated costs should be below 10,000 EUR. The majority of the Board members agreed to proceed with the selection of an external company. CF will request price quotation from the companies in the market (all companies who have created a website for other APEEEs in Brussels will be contacted as well). Then, the members of the Communication Working Group and IT Working Group and LT will jointly review the offers submitted and proceed with their evaluation. The written procedure for the EXCO decision (estimated value below 10k EUR) can be initiated during the summer holiday, in order to have new layout of the website early in September.</p> <p>2) Back-office system – current state of play was presented by LT. In principle, the new system developed by LT will allow us to discontinue completely from working with the FilemakerPro</p>		
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	<p>(one of the recommendation of auditors). Moreover, the system can in the long-term perspective replace current EPAFOS enrolment system (contract valid until the end of the school year 2019/20). However, the current priority for LT should be enrolment system and its proper functioning for parents and for APEEE staff.</p> <p>3) Proposal to hire IT Support Assistant - presented by GG and AP at least for the period when LT will be on parental leave from 16 July – 9 September. This person should assist mainly with the enrolment system in the period from mid-August to mid-September. It was agreed that the proposal will be further discussed with LT (due to the fact that this person needs to be trained by LT). Then the proposal (with all necessary information – job description, costs estimation, person responsible for this person, etc.) can be submitted for adoption via a written procedure.</p>	<p>Due to the urgency, a written procedure No 6/2018 for the publication of a vacancy notice was followed after the Board meeting. The proposal was approved by 15 Board members (abstention/silence of 10). The result of the selection in July was not successful, as the Selection Board members agreed that no candidate had the right profile to fill the post.</p>	
<p>8. Ad-hoc Working Group report on the long-term management of APEEE financial assets (CA 20/2018)</p>	<p>KD and PB presented the final WG report on the long-term management of APEEE financial assets.</p> <p>The WG Report was adopted by the Board.</p> <p>Questions will be sent to the Board members as regards the risk appetite of the APEEE Board</p>	<p>Information on the allocation of excess cash will be presented to the Board in September 2018.</p> <p>Document with the further actions to be taken could be presented to the</p>	<p>GP</p> <p>RA and TH</p>

	<p>members. PB suggested that the risk appetite of the similar type of companies (non-profit organization of parents) is not higher than 5%.”</p> <p>The Board also decided that the strategic asset allocation should follow the golden rule, that is 60-40. It shows 60% equity and 40% bonds but this is to be adjusted to the needs and capacity of the investor.</p> <p>Further actions to be taken following the conclusions of the report could be discussed and decided on in September 2018.</p>	Board in September 2018.	
9. Implementation of RSM recommendations – state of play (CA 21/2018)	<p>TH presented the actual version of the Action plan following the RSM recommendations. For the moment, only the IT Working Group has not delivered any actions (promised to be delivered by the mid-July). Then, the Action plan will be consolidated and presented to the EXCO for approval.</p> <p>Finally, the Action plan will be presented to the auditors.</p> <p>If there are any comments to the Action plan, the Board members should send it them to TH by 3 September.</p> <p>Board members are also invited to propose the scope</p>	<p>Comments on the Action Plan to be sent by 5 September</p> <p>Proposal for the scope of the audit should be sent by 5 September</p>	<p>All</p> <p>All</p>

	of the audit to be carried out by our auditor from 15 September to 15 October.		
10. Result of 2017-18 Springfest, Bac Ball and student accounts	<p>KD presented the financial results for the following operations:</p> <p>1) Springfest 2018 - there are still some outstanding invoices to be paid. This year, the Springfest was the highest in terms of the revenues but also with the expenditure. Presently, the figures are as follows:</p> <p>Revenues: approximately 75k EUR</p> <p>Costs: approximately 35k EUR</p> <p>In the case that the same amount will be decided by the Board for donation to the school (that is, 33k EU), the Springfest 2018 profit will be approximately 7,000 EUR (distributed by the Springfest Committee). Then, for the next Springfest 2019, we will keep in our accounts 30,000 EUR as a reserve.</p> <p>2) Student's accounts – KD presented a change in the keeping of our accounts. In principle, all activities are at zero profit/loss. However, not all activities are in line with the accounting year. Therefore, not-spent revenues from the students activities will be accounted as provisions in our accounting. This will ensure that in the APEEE</p>	A follow-up point in the September Board is envisaged.	KD / GP

	<p>accounting, the student accounts will be always with the zero profit/loss. For the moment, in the student accounts are included following activities – the Bac Ball, Bac jumpers, the Bac Book, hoodies and the trip to China.</p> <p>3) Social fund – KD provided a briefing on the special bank account for the APEEE social fund. However, this fund has not been used at all in many previous years. The Board approved cancelling the bank account and moving the money into the student account. However, the social fund provision will be maintained as a special section within the student account.</p>		
11. Adoption of the annual roadmap of the APEEE internal audit and of its financial operations (CA 16/2018 REV 1)	Small adjustments were presented by AP (audit work specified, etc.) The revised version of the roadmap was adopted by the Board.	The roadmap will be presented to the auditors.	
12. HORECA 1) Canteen satisfaction survey 2018 (CA 22/2018) 2) MyNetPay module (CA 23/2018)	1) Canteen satisfaction survey 2018 - the Board was informed about the on-going canteen satisfaction survey 2018. In total approximately 2941 children were registered in the e-enrolment system for the school year 2017/18. As of 22/6/2018, 509 responses have been received. At the moment, these responses cover approximately 840 children	Final results of the survey will be presented to the Board and to the parents in September 2018.	

	<p>(approximately 28.56%).</p> <p>2) MyNetPay module – the Canteen Working Group proposed to the Board to enhance our current system for badges (XAFAX) with the "MyNetPay" module. The benefit of MyNetPay are three-fold: a) reducing cash handling for the charging of the badges, b) reducing the administrative burden for the canteen staff and c) better controlling by the parents of how children spend their money.</p>	<p>It was agreed that the decision on the point will be taken via a written procedure. The result of the written procedure No 5/2018 was a unanimous adoption by the Board.</p>	
<p>13. Extra-curricular activities</p> <p>1) Price increase</p> <p>2) Increase of salaries for monitors (CA 24/2018)</p>	<p>1) Price increase - RL presented to the Board that the prices for the extra-curricular activities have been increased by 5 EUR following the decision of the Board in May 2017. New prices were already presented in the new enrolment opened on 20 June (that is, before the Board meeting).</p> <p>TH was surprised that the decision taken more than 1 year was implemented just recently and under current circumstances (profit of the extra-curricular activities section is 59k EUR (as of April 2018) and the profits accumulated in the previous year (170k EUR). TH reiterated that the APEEE price policy should target no additional profit generation.</p>		

	<p>2) Increase of the minimum hourly wage for monitors – RL presented the proposal from the Extra-curricular Working Group to increase the minimum hourly wage of the activities instructors as of September 2018 and to allow the sector to adopt a flexible remuneration policy. The current hourly wage is 25€ for the employed instructors and 37.5€ for the independent instructors. The last wage increase for the ECA instructors was in 2012. The following three variants of the increase of the minimum hourly wage were presented to the Board:</p> <ul style="list-style-type: none"> • +10% (+2.50 EUR) - financial impact of 31,875 EUR • +15% (+3.75 EUR) – financial impact of 47,812 EUR • +20% (+5 EUR) – financial impact of 63,750 EUR <p>RL stated that the Extra-curricular Working Group suggest that the increase of 20% is adopted by the Board.</p> <p>TH mentioned that as no information on the flexible remuneration policy was presented, the Board cannot take a position on this aspect. Further, it is proposed that only a 10% flat increase of the wages</p>		
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	<p>is adopted (to be in line with the 8% indexation for the extra-curricular staff between 2012 – 2017). The remaining 10% should be rather used flexibly, taking into account satisfaction of the parents/children, assessment of the monitors carried out, etc.</p> <p>The Board adopted the increase of the hourly wage of the monitors by 20%.</p>		
14. News from the transport section	News will be presented in the next EXCO and Board meeting in September 2018.		
15. APEEE news	<p>Dirk MEERT will not continue on the Board as representative of NL section and will be replaced by Arnoud HEERES as of September 2018.</p> <p>Jo TURNER will not continue on the Board as representative of EN section and will be replaced as of September 2018.</p> <p>Rosita LAKE advised that she will cease her activities on extra-curricular activities as of September 2018, so other Board members are welcomed to show their interest in replacing Rosita.</p> <p>Komninos DIAMANTARAS – after 15 years in APEEE - will cease his work in APEEE (due to the fact that his S7 daughter will leave our school). All Board members and also the APEEE staff endorsed</p>		

	a big thank you for all his work as the APEEE Treasurer.		
15. Replacement of outgoing Board members	The Board agreed not to fill the position of Komninos on the Board until the ordinary General Meeting of January 2019.		
16. AOB			

Next Board meeting scheduled for 7 pm Tuesday 18 September 2018

Indicative list of issues to be addressed:

1. Présentation des résultats Springfest 2018 / Presentation of 2018 Springfest results
2. 2018-2019 draft budget – first exchange of views (tbc)
3. Convention financière de l'École et de l'APEEE sur la gestion des comptes extrabudgétaires / Financial convention between the school and APPEEE on the management of extra-budgetary accounts