



**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS ASSOCIATION
MEETING OF 19 DECEMBER 2017**

**Document Number
CA 3/2018**

MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD

Meeting started at 7.15 pm at the European School Brussels III, Teachers Canteen, chaired by the APEEE Board President, Mr Anastassios Papadopoulos.

Members of the Administrative Board:

Ronald ALBERS (RA)

Geraldine BARRY (GB)

Hayet BENABDERRAHMANE (HB)

Agnès BOUCHERON (AB)

Maria José CASTELLANO FUENTES (MC)

Simon (COATES SC)

Katia DE SOUSA (KDS)

Komninos DIAMANTARAS (KD)

Barbara EGGERS (BE)

Catherine FENECH Ca (CF)

Georgios GEORGIANNAKIS (GG)

Tomas HRUBY (TH)

Kveta JANOUSKOVA (KJ)

Ioannis KROUSTALIS (IK)

Rosita LAKE (RL)

Elena MARTÍN ALONSO (EM)

Jakub NICE (JN)

Koen NOMDEN (KN)

Anastassios PAPADOPOULOS (AP)

Gerard PAYNE (GP)

Maria SAURA MORENO (MSM)

Andreas SCHNEIDER

Jo TURNER (JT)

Robert WEIN (RW)

Fani ZARIFOPOULOU (FZ)

Invited persons: Ms Delacroix (RSM, external auditor), Mr Noël (RSM, statutory auditor)

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

At 8 pm, EAC members joined the Board meeting for a joint session on educational issues.

At 9 pm, a Christmas dinner for all members and APEEE staff was provided.

Agenda point	Discussion/conclusion	Follow-up	Responsibility
1. Approval of the draft agenda	Draft agenda 43/2017 REV 1 was approved.		
2. Résultat de la réunion du comité exécutif du 7 décembre 2017 / results of EXCO meeting of 7 December (CE 18)	SC presented results of the EXCO meeting as set out in CE 18.	Minutes will be published on the APEEE website	SC, LT
3. Présentation et échange des vues sur les recommandations RSM concernant les procédures du contrôle interne de l'APEEE / Presentation and exchange of views on the RSM recommendations with regards to the APEEE internal control procedures	RSM representative outlined their findings of the external audit analysis of the APEEE internal control procedures. On the positive side, various APEEE rules and control mechanisms were adopted in 2016 and 2017. Although they are widely known, some of them are not consolidated in a written form, while implementation falls short and relevant checks remain sporadic.	All Board members must deliver their final remarks on the findings by 15 January 2018.	AP, KD, OdP

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	<p>Lack for clarity persists, in particular, as regards back-up persons ("who does what") and responsibilities on the flowchart. Moreover, good cooperation of the few staff members must be improved and the co-existence of e-enrolment with Filemaker must cease in the near future.</p> <p>The report identifies a number of "loopholes" and other risk areas across the board, for which urgent action and compliance by all must be envisaged (these points were mentioned in the RSM written submissions but are not reproduced in the minutes).</p> <p>This audit exercise seeks to ensure transparency and to provide a useful holistic reference tool for both Board members in charge and APEEE staff. Written procedures will be used for evaluation and internal control purposes in conjunction with new e-tools (Users' Helpdesk for user complaints).</p>		

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	<p>RSM informed the Board that their final consultations with stakeholders were performed in December. The process of final drafting will be concluded in the beginning of next year.</p> <p>Staff information/awareness raising and training sessions will be organised after the adoption of the recommendations in February/March 2018.</p>		
<p>4. Préparation de l'assemblée générale du 22 janvier 2018 – Approbation des points à présenter pour décision à l'assemblée générale / Preparation of the General Meeting of 22 January 2018 – Approval of the Board positions to be presented for a decision at the General Meeting</p>	<p>The APEEE General Meeting will be held on 22 January 2018. The following items were addressed in preparation for that meeting:</p>	<p>Written reports – contributions from all sectors are to be finalised by Monday 8 January 2018.</p>	<p>AP, OdP</p>
<p>a. Comptes finaux 2016-2017 / 2016-2017 final accounts</p>	<p>The Board endorsed the 2016-2017 final accounts for submission for approval by the General Meeting.</p> <p>RSM issued a positive opinion without any reservation.</p>	<p>The approval will take place at the next General Meeting.</p>	<p>KD, Mr Goret, RSM</p>

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<p>b. Projet de budget 2017-2018 / 2017-2018 draft budget</p>	<p>The Board endorsed the 2017-2018 draft budget for submission for approval by the General Meeting.</p>	<p>The approval will take place at the next General Meeting</p>	<p>KD, Mr Goret</p>
<p>c. Offre RSM concernant la nouvelle nomination du commissaire ou de contrôleur externe / RSM offers for the appointment of an external commissioner or external auditor of APEEEE accounts</p>	<p>The Board decided not to propose the renewal of the 3-year contract of the statutory auditor (auditeur statutaire) as being too burdensome in consideration of APEEE needs and volume of its operations. Thus, it was decided not to make a proposal in that sense for adoption by the General Meeting.</p> <p>In this context, it was agreed to follow a lighter and more flexible approach involving external audit requirements. RSM will perform a periodic review of APEEE operations and include, where appropriate, on-the-spot checks. The Board approved the RSM offer for the new terms of reference.</p> <p>RSM will submit an annual report for submission for approval by the General Meeting, while the duration of the contract may be extended tacitly by the Board without any involvement of the General Meeting.</p>	<p>A draft letter ("letter de mission d'audit externe-external audit engagement letter ") will be prepared by RSM and will be signed by the new President after the formation of the new Board following the General Meeting.</p> <p>The external audit scheme will apply without disruption from the day following the termination of the term of the statutory auditor.</p>	<p>KD, Mr Noël (RSM)</p>

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<p>d. Montant de la cotisation pour les membres en 2018-2019 / 2018-2019 members' fee</p>	<p>The Board decided to propose to the General Meeting to approve the same amount of 45 EUR for the annual APEEE family membership fee.</p> <p>A proposal for re-examination of this matter by the new Board for 2018-2019 school year remains open.</p>	<p>The approval of the fee is to be confirmed at the General Meeting.</p>	<p>AP, KD, OdP</p>
<p>e. Projets des résolutions, y compris sur le nouveau poste d'assistant au transport / Draft Motions, including on the new post of Assistant for Transport</p>	<p>The Board exchanged views on possible items for draft motions to be adopted by the General Meeting. The draft concerning the new post in transport (transforming the CDD contract to a CDI) was confirmed.</p>	<p>Section representatives were invited to submit any draft motions to the APEEE HR manager as soon as possible.</p>	<p>AP, FZ, KD, OdP</p>
<p>5. Questions du personnel</p> <p>a. Présentation du code pour la politique de gestion des ressources humaines de l'APEEE / Presentation of the APEEE Human Resources Policy Code</p>	<p>The Board was presented with the final draft code (CA 48/2017), which includes both HR rules adopted by the Board so far as well as new provisions and tools enabling fair treatment and compensation for staff motivation.</p>	<p>All Board members must deliver their final remarks on the HR Code by 12 January 2018.</p> <p>The text is to be submitted subsequently for adoption at one of the Board meetings after the General</p>	<p>AP, SC, OdP, Partena Professional</p>

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<p>b. Nouvelle grille salariale / New salary grid</p>	<p>The proposal for a new salary grid including a new scale A.0 for high-level managerial tasks in line with other Brussels APEEEs (in EEB2 and EEB4) practices will be discussed at a next Board meeting.</p>	<p>Meeting.</p>	
<p>Joint Board - EAC meeting</p>			
<p>Questions et priorités pédagogiques / Educational questions and priorities</p>	<p>The roundtable discussion was open to all EAC members. It commenced with the farewell introduction by RW, who informed participants about his decision to terminate his mandate and participation in the Board in January 2018. Large parts of his intervention are set out in the Educational Report for the General Meeting.</p> <p>The most important issues raised concerned:</p> <ul style="list-style-type: none"> a) The plethora and uneven composition of educational WGs in 2016/7 as well as the lack of internal coordination or of efficient information sharing within some of them; some participants pointed to "zero outputs" in some areas; 	<p>After the General Meeting.</p>	<p>VP Educational Matters</p>

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	<p>b) The positive outcomes (information sharing and events) produced by some WGs (and their Chairs), namely Career Orientation, Primary etc.</p> <p>Looking into the future, RW and other participants underscored, in particular, the need to:</p> <p>a) Monitor the introduction of S1-S5 marking reform;</p> <p>b) Maintain the constructive atmosphere in SAC;</p> <p>c) Monitor actively the implementation of the Annual Plans, especially in key areas (i.e. replacement of teachers);</p> <p>d) Express determined opposition to and mitigate any risks resulting from unilateral decisions without prior consultation (B tests);</p> <p>e) Fix clear objectives and entrust more precise responsibilities to individual EAC members;</p> <p>f) Introduce possibly only one WG for Primary/Nursery and a second for Secondary;</p>		

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	<p>g) Consider reducing EAC participants to its "core members" as defined in the Statutes without increasing artificially and inefficiently its structures;</p> <p>h) Provide easy access to information through appropriate tools and channels;</p> <p>i) Avoid too many topics for discussion and divide better the agenda of EAC meetings (A/B items);</p> <p>k) Liaise with inspectors and Board of Governors members in a timely and regular manner.</p>		

The next Board meeting is scheduled for after the General Meeting of 22 January 2018.