

## ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III

### ASSOCIATION DES PARENTS - PARENTS ASSOCIATION

MEETING OF 19 FEBRUARY 2019

Document Number  
CA 3/2019

#### 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 BARTOVIC (AB)

Agenda point	Discussion/conclusion	Follow-up	Responsibility
<b>1. Approval of the draft agenda (CA 2/2019 REV 2)</b>	The revised draft agenda was approved.		
<b>2. Election of Board members in charge of different functions and of sectors – Composition of the Executive Committee (EXCO), of the Educational Advisory Committee (EAC) and of the Working Groups (CA 1/2019)</b>	<p>AP presented last year's decision of the Board that the APEEE President is elected for 2 years. AP asked whether there are any objections to this decision from the Board members. The Board agreed unanimously that Anastassios Papadopoulos (AP) will continue to be the APEEE President.</p> <p>Further, the Board elected the following persons responsible for the particular sectors/areas/working groups (WG) Chairs:</p> <p>VP Administration – Maria Saura Moreno (MSM)</p> <p>VP Education – Koen Nomden (KN)</p> <p>VP Communication – Catherine Fenech (CF)</p> <p>Treasurer – Gerard Payne (GP); the deputy post set up in 2018 will no longer exist</p> <p>Transport – Fani Zarifopoulou (FZ)</p> <p>Canteen – Jakub Nice (JN)</p> <p>Extra-curricular activities – will be decided upon later; until the election takes place, AP will be the acting WG Chair</p> <p>IT – its existence and composition will be decided upon later</p>	<p>All Board members to reflect on their participation in not (fully) occupied posts or WGs</p> <p>All Board members will be requested at the next Board meeting to make a contribution by participating in at least two WGs.</p> <p>The outlooks for the IT WG and the Internal Control WG will be decided at the next Board meeting. A contact person for OIB issues could be proposed in addition.</p>	All Board members

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	<p>Primary – Eleanna Stergiouli (ES)</p> <p>Secondary – Barbara Eggers (BE)</p> <p>Prevention and well-being – Agnès Boucheron (AB)</p> <p>Secretary of the Board – Tomas Hruby (TH) and Yvonne Stausboll (YS) (back-up)</p> <p><b><u>Composition of the Board preparatory bodies and WGs:</u></b></p> <p>Educational Advisory Committee (EAC, 7 – 9 members with voting rights) – KN (Chair) + representatives of the sections in both Education Councils (CE) + CEA reps + IP reps (current practice in favour of open forum for all relevant stakeholders will continue while respecting Article ... of the APEEE Statutes for any decision that must be taken on the basis of voting rights (maximum 9)).</p> <p>Executive Committee (ExCo, 8 – 13 members) – MSM (Chair), CF, FZ, JN, Extracurricular WG Chair (name tbc), IT Chair (tbc), GP, TH (YS) and AS; given the current representation of ExCo members by sections, one representative among the NL section representatives in the Board must be appointed; AP will participate in ExCo meetings as an observer (see Article ... of the APEEE Statutes).</p> <p>Extra-curricular activities WG – ACD, NS, YS, TH and AP (on a temporary basis)</p>	<p>The composition and tasks of the Internal Control WG must be reflected in the Rules of Procedure (RoP). A possible composition could involve the Treasurer and all operational WG Chairs (small EXCO format?).</p> <p>The final composition of all APEEE preparatory bodies will be concluded by the next Board meeting on 19 March 2019. This will take into account any amended RoP (see Point 3 below).</p> <p>A user-friendly sheet with all Board member responsibilities will be provided to all parents.</p>	

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	<p>Transport WG– FZ, KK (GB, EMA expressed their interest to join after the Board meeting).</p> <p>Canteen WG – JN, MSM, TH, ES and NS</p> <p>Communication WG – CF, KK and YS</p> <p>Primary WG – ES, ACD, AB, NS + all section representatives of the sections in the CE Primary/Nursery</p> <p>Secondary WG – BE, EMA, KJ + all section representatives of the section in the CE Secondary (including Michael-Karl Pieber)</p> <p>Prevention WG – AB, ES, EMA</p> <p>IT WG – still to be decided</p> <p>Internal Control WG – still to be decided</p> <p>GP asked to be invited to the meetings of the operational WGs, when they are discussing financial issues (examination of the accounts, budgeting and price-setting, etc.) as outlined in the APEEE financial roadmap.</p> <p>AP advised that this year the rule in the Internal Rules of Procedure concerning non-justified absences (non-signalled absence and proxy) will be more strictly applied; this means that after five (5) non-justified absences, the Board members will lose their mandates. All Board members agreed with this approach.</p>		

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<b>3. Review of the Board's Internal Rules (RoP)</b> <b>( CA 6/2019)</b>	<p>AP opened the discussion on how to improve the work of the APEEE through the review of the APEEE Board RoP. The following topics were presented as underlying reasons:</p> <ul style="list-style-type: none"> <li>• Involvement of parents in the working groups,</li> <li>• Improvement of the two-way communication between the WGs and other APEEE bodies (reporting and follow-up),</li> <li>• Access to documents.</li> </ul> <p>AP presented the following questions for reflection:</p> <ul style="list-style-type: none"> <li>• How many non-Board members (class representatives) may participate in operational WGs and other WGs?</li> <li>• What should be the basis for their participation (on a permanent or rather on an ad-hoc basis)?</li> <li>• Reporting of the WG activities to the ExCo, EAC and the Board.</li> </ul> <p>Several Board members made preliminary comments on the draft proposals.</p>	<p>To send drafting suggestions for the amended RoP document to AP by 4 March 2019.</p> <p>A consolidated document will be made available prior to the upcoming Board meeting.</p>	<p>All Board members</p> <p>AP</p>

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	<p>Some supported the ad-hoc and competence-based invitation to non-Board members in order to provide their expertise. Others considered that the Board members must maintain the decision-making powers for the daily oversight of the sectors in operational WGs. Reservations concerning the confidentiality requirements of external members were raised in addition.</p> <p>On the other side, some voices echoed the need for not closing the windows of opportunities for attracting (new) engaged parents as well as those keen on being involved in specific projects. Therefore, the limitation of the number of participants to five (5) would be counter-productive, especially but not only in the educational WGs.</p> <p>Board members were invited to propose any precise drafting suggestions.</p>		
<b>4. Implementation of the long-term management of APEEE funds</b>	GP presented the current state of play with regard to the long-term management of extra liquidity in APEEE funds and commented on the resolutions approved by the General Meeting held in January 2018. He noted that the ad-hoc WG report did not put forward any specific investment options, while further analysis of the liquidity buffers was absolutely necessary.	To present to the APEEE Board the APEEE Investment Policy as a prior condition for further decisions about investments of the APEEE extra liquidity.	GP and AB

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	<p>A couple of questions which were raised still need to be clarified. Final recommendations will be presented in the Board meeting in March 2019 together with a draft proposal of the APEEE Investment Policy.</p> <p>AB presented the agreed methodology for the calculation of the excess cash (see below (c), after reduction of (a) and (b)):</p> <p>(a) Liquidity short-term buffer for all APEEE sectors' operations;</p> <p>(b) Legal reserves (the precise amount will be clarified in consultation with Partena – legal obligations for staff and service providers in the event of a theoretical APEEE's closure of activities; that amount will include also extraordinary payments to transport companies for the earlier termination of their contracts);</p> <p>(c) Long-term reserve – real potential investment buffer (that means, any remaining extra liquidity not necessary for the short-/medium-term financial management of APEEE sectors)</p> <p>Furthermore, AB advised that there is no safe investment, that is, APEEE cannot invest without any risk. If the Board does not want to take any risk, you need to give the money back to the parents.</p> <p>He stressed also that the current practice of sharing any extra APEEE cash liquidity among a few bank accounts for</p>	<p>The investment policy will address all possible options, including:</p> <p>a) The feasibility of reinvesting 25% of all extra liquidity in the School or APEEE investments (for example, new staff recruits (extra-curricular and financial part-time assistants), staff allowances and conditions and canteen self-service / arrangements)</p>	

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	<p>distribution of risks having negative interest rates produces losses. The deposited amounts are not entirely safe under the EU guaranteed-deposit scheme either, while any further distribution among more bank accounts (up to 10) will generate additional management risks as well as red tape in operational terms.</p> <p>ACD proposed to consider as well the less risky options (government bonds and term deposits).</p> <p>BE presented the opinion to keep the money in a “safety net” and to remain reasonably prudent while accounting for some risk, as the Board could not develop skills of a broker firm. She expressed also support for novel ideas (for example, supporting climate-friendly buses).</p> <p>JN referred to the previous decision of the General Meeting, proposed to go back to the General Meeting to ask the parents what to do with the excess cash.</p> <p>RA pointed to a “legacy issue” and agreed that by maintaining the current policy (no investment policy) for so much extra liquidity, APEEE is losing money.</p> <p>MSM expressed support for some internal investment decisions based on the preparatory work in the Canteen WG, notably in refurbishing the cafeteria and setting up a self-service in the canteen.</p>	<p>b) Impact of any investment decision on the APEEE long-term budgeting cycle and price-setting;</p> <p>c) The less-risky investment options (for example, insurance vehicles (“branches 23 and 26”), equity “smart” funds, and scarce government bonds) after comparison of offers from different providers.</p>	



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	YS, MSM and GP stressed the need for accurate budgeting forecasts and a long-term sound financial management plan.	<p>The Brussels APEEEs discussed the matter during their sectoral meeting on 4 March.</p> <p>EXCO held a preliminary exchange on 7 March.</p> <p>Consultations with brokers (ING, QB and others) will take place by 19 March 2019. All information must be rationalised via GP.</p>	
<b>5. Position of APEEE on pupil allocation to classes in secondary school (CA 4/2019)</b>	YS presented the draft of the guidelines of the pupil allocation to classes at the secondary level. AP explained that in the transition from P5 to S1 in June 2018 the allocation suggested by the primary level was not respected and a different configuration was decided by the secondary level mostly because of new SWALS enrolments in the EN section, which required their integration in one class for time-tabling purposes.	The APEEE position will be discussed within the Secondary WG on 12 March in view of the ensuing discussion in the Secondary CE meeting on 21 March.	BE, YS

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	<p>This resulted however in serious problems (uneven sizes of S1 classes and classes with unequal gender balance, etc.)</p> <p>AP, GP and YS had a meeting with Mr Garry and the School psychologist in September 2018. He admitted that there is no school policy for the secondary level. Therefore, YS was requested by the management to draft a policy document for pupil allocation to be discussed further with the School. The text respects the managerial responsibility for splitting classes and respects the admitted criteria used in nursery/primary while adapting them to the particular context in the transition to secondary (the need for a policy is more evident in S1-S3 classes under the afore-mentioned particular circumstances).</p> <p>ES and EMA advised that there are already allocation criteria for the primary level. They asked why the School does not simply follow those criteria and/or allocation used at the primary level.</p> <p>KN suggested the document should be renamed as “APEEE position” and not as “Guidelines”.</p> <p>YS made clear that the proposed draft does not question the policy applied at primary level but warrants further guarantees for decisions to be taken by secondary level management.</p>		

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<b>6. Monthly report from the Human Resources and Operations – HR issues – Pending fees</b>	<p>OdP presented current state of play as regards pending fees for the 2017/18 school year:</p> <p>Eight (8) cases not paid for canteen/extra-curricular for 2017/8; only one (1) was paid after the letter was sent by the APEEE; still five (5) payments from parents of children involved in school activities are due.</p>	To be followed-up at the ExCo meeting on 7 March.	OdP, MSM
<b>7. Report from the EEB3 Financial Committee meeting of 14 February 2019 (CA 7/2019 REV 1)</b>	<p>GP briefed the Board about the issues discussed at the last EEB3 Financial Committee meeting, namely:</p> <ul style="list-style-type: none"> <li>- Financing of student projects, to whose the APEEE provided financial and logistical (IT) support (eeb3Green, TEDx and eeb3Clothing etc)</li> <li>- Compulsory school trips for primary level will be centrally co-ordinated and managed by the School in the school year 2019-2020. Invoices will be sent to the parents, who will pay to the School off-budget account.</li> <li>- Class funds will be managed by the parents appointed as treasurers to cover small expenses linked to those particular classes.</li> </ul>	Board members should send their comments as regarding the APEEE Social fund to GP, RA and AP (APEEE representatives in the EEB3 Financial Committee).	All Board members

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	<ul style="list-style-type: none"> <li>- Creation of an informal “think-tank” consisting of teachers, students and APEEE representatives to discuss any new teacher and student projects (for example, Movember and music projects) and consolidate all ideas for expenditure in the School; this body is to meet 2-3 times a year and its outcomes will be presented for final agreement to the EEB3 Financial Committee.</li> </ul> <p>Minutes from the EEB3 Financial Committee will be sent to the Board members once received from the School. Board members expressed their full satisfaction with the significant breakthrough achieved through the new Committee in terms of transparency and accountability towards all parents for all off-budget revenues and expenditure.</p> <p>Finally, GP and RA presented the proposal for the functioning of the APEEE Social Fund. The idea for it is not to overlap with the School Social Fund (thus maintaining distinctive eligibility criteria and decision-making procedure). The currently available amount is approximately 10,000 EUR, but this was only scarcely used in the past.</p>		

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	<p>YS asked how APEEE could make the existence of the fund more visible. She stressed the need for a well-reflected prior transparency with respect to the criteria and the process. She asked also for a joint School-APEEE statement clarifying that any request for participation in school trips must be covered by the School's fund.</p> <p>TH and FZ requested to clearly specify the criteria as well as what activities should be funded by the APEEE fund (for example, support for enrolment in APEEE services and staff requests) and which by the School fund (for example, compulsory school trips), thus avoiding overlaps. Moreover, part of the excess cash can be used for the APEEE Social Fund.</p> <p>RA stressed the need for flexibility on both sides and that no extra revenues for the APEEE Social Fund are necessary.</p>		

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<p><b>8. Report from the Educational Advisory Committee (EAC) meeting of 12 February 2019</b></p>	<p>EAC minutes will be published on the APEEE website. The following topics were discussed:</p> <ul style="list-style-type: none"> <li>- Temporary site – no new developments. The Secretary General and the members of the Board of Governors received EEB2 and EEB3 motions approved by their General Meetings.</li> <li>- Brexit issue – seconded teachers from the EN section. As per the most recent communication from the Secretary General, the UK intends to continue the secondment of UK staff and to supply two national inspectors until 31/8/2020 if there is a “no deal” Brexit.</li> <li>- Memorandum of Understanding has been signed between the European Schools and the JRC. Its aim is to propose certain activities for the students.</li> </ul> <p><u>CE for Primary/Nursery</u> held on 7/2/2019. The minutes will be distributed to the parents via the section representatives once received from the School.</p> <ul style="list-style-type: none"> <li>- A document has been drafted to clarify the transfer of responsibilities; this will be annexed to the forthcoming Agreement between the OIB, the School and the APEEE.</li> </ul>		KN

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	<ul style="list-style-type: none"> <li>- “Shoe Box” project – very successful campaign with 430 boxes collected. Should it be repeated also next year, it could involve the nursery sections more.</li> <li>- School trips – destinations proposed by the School and approved by the Primary/Nursery EC. Working Group on the policy is due to start work after Easter with a view to having a policy in place by September 2019. As an update on L2 EN trip in 2019, between 5-10 children will not attend the trip to Germany; School has engaged the agency they work with to find a UK destination for 2020.</li> <li>- Learning support – the School agrees that the system can be improved. Inspection report raised some points and the School is working on improvements. The support policy can be found on the website of the School; internal guidelines were updated this year and will be adapted to include criteria of early detection.</li> <li>- Security – the Secretary-General is working on a harmonised security policy for all Brussels schools, including parents’ access, with the objective of having it in place for September 2019.</li> </ul>		

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	<p>- AXADO sex education program was presented in P5 and S3. Parents expressed concerns with certain aspects of the program, especially in relation to the need for translation in some sections and made specific requests for changes. The School agreed to present suggestions to AXADO and will arrange a separate meeting with the company. If AXADO will not agree to changes, parents recommended not to continue with the program.</p> <p>- The KIVA program (anti-bullying and well-being) is in the preparatory phase, as 5 teachers will attend training in March in Finland to become “trainers”. As training rolls out, teachers will be obliged to put KIVA activities into the class schedule (included in a pedagogical project). Feedback from other schools is very positive. Well-being at School – school will fund an activity box for each class; the upper playground will be re-painted with special paint to withstand bus traffic. For transparency reasons KK and ACD defended the creation of a central registry of such cases to have an overview and some statistics. ES advised that other APEEEs have a dedicated e-mail address to report such cases. Moreover, the School needs to keep records about such issues. KN is not sure whether we need the functional e-mail and whether it is not better to inform the parents that they should contact WG</p>		



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	<p>members directly.</p> <ul style="list-style-type: none"> <li>- Springfest (9/5) – the day will run on the Friday schedule. More activities for the nursery/primary students, no extra-curricular activities, transport only initial departure (at 15:35), canteen sandwich for nursery and P1 and P2, no alcohol for the school events and no disco for upper secondary students (S4 – S7). All payment will have to be made electronically. Parent volunteers are needed.</li> <li>- Swimming classes – the School expressed disappointment at how many children are not participating in swimming classes, resulting in organisational challenges for the School to accommodate these children in the library or other classes. It was agreed that a medical certificate would be required for swimming absences.</li> <li>- Author visits to the school – school can grant a lump sum of 300 EUR but only if the visit is not combined with promotion of book sales.</li> </ul> <p><u>Secondary issues:</u></p> <ul style="list-style-type: none"> <li>- Marking scheme – problems with the application of the scheme by the teachers and diverging interpretation of the</li> </ul>		

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	<p>scheme by the Member States (DE lowering value of the European BAC examination). This is the issue to be discussed between all four Brussels APEEEs as well as between the German inspector and the Secretary-General on 21 February.</p> <p>- Work experience programme – the School proposed to be compulsory for future S5. Need for further work with the School on the setting of this programme.</p> <p><u>General issues:</u></p> <p>- New enrolments figures – no actual figures provided yet, we know that 26 will be the class limit for secondary and 20 the limit for primary/nursery.</p> <p>- Educational support – overall evaluation and Action Plan between all the Schools will be discussed within InterParents in coming days; for our School problems relate to the lack of communication and lack of proper School-specific guidelines.</p>		
<b>9. Pre-Bac 2019</b>	<p>RA advised that students/parents have a right to receive a copy of the examinations, corrections and marking. However, it seems that they are being discouraged by the</p>	To investigate in the language sections how many parents asked for	All Board members

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	<p>School and the School is planning to restrict the access to the corrections.</p> <p>Sections are asked to investigate how many students/parents asked for access to documents. The issue is to be raised in the March CE Secondary meeting.</p>	the access to documents (copy of the examination, marking and corrections) and response from the school and send this information to KN and AP.	
<b>10. Annual contracts with the external accountant and the auditor</b>	<p>AP presented for Board consultation the new draft contracts with the auditors (RSM company) and the accountant (Debroux et associés).</p> <p><u>RSM Company:</u></p> <p>The prices remain the same; contrary to the school year 2018/19, we will not request an external organisational audit of APEEE activities.</p> <p>As already agreed by the General Meeting in 2018, the company will not carry out a statutory audit of APEEE (only on the basis of an agreed-upon procedure).</p> <p><u>Accountant:</u></p> <p>Significant increase of the costs for the accountant was caused by the requested increase of hours and also of their</p>	AP to discuss further with the companies and report back to the Board members by e-mail.	AP

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	hourly rate. A few Board members asked to remove certain activities from the contract and to solve any questions on an ad-hoc basis (WG meetings, presentations to EXCO and 6-month budget review, etc.)		
<b>A.O.B.</b> <b>1) New APEEE website</b>  <b>180-day rule for the secondary students</b>	<p>1) New website – CF informed that the new website structure has been created. All sectors (with the exception of the extra-curricular) have already sent texts for the website. Section pages (EL, ES, NL) with all necessary information are at the final stage of completion.</p> <p>2) Proposal from the APEEE Uccle to send to the members of the Board of Governors a letter concerning the respect of the 180-day rule. AP doubts whether it is the right moment to send this letter, in a context where our School endeavours for a first time some action and our main focus should remain on the temporary site. In this context, AP advised the Board that Mr Garry intends to propose at the next EC Secondary meeting a genuine educational program for all secondary students in the last days of June (during BAC orals).</p>	<p>New Board members are requested to have a look at the new structure of the web and comments should be sent to CF.</p> <p>The draft letter proposed by EEB1 will not be signed by EEB3.</p>	<p>New Board members</p> <p>AP</p>

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	<p>YS and KN agreed with the proposed approach, thereby requesting more proper discussion and constructive work with the School at the right time.</p> <p>RA expressed his doubts about the proposed compulsory work experience program for S5 students.</p> <p>TH suggested that any activities at the end of the school year must remain optional. Any impact on the APEEE services (canteen) must be studied as well.</p> <p>MSM reiterated the significance for her section of a school holiday on the day of the celebration of the Epiphany (6 January).</p>		



**Next Board meeting scheduled for Tuesday 19 March 2019 at 7 pm**

**Indicative list of issues to be addressed:**

- i. Priorities to be adopted for 2019 (**CA 5/2019**)
- ii. Review of the Board's Internal Rules
- iii. Framework Agreement between School and APEEE
- iv. Situation of Brussels European Schools – temporary site
- v. Review of APEEE Statutes
- vi. Implementation of the long-term management of APEEE funds
- vii. Springfest 2019