

**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS ASSOCIATION
MEETING OF 18 SEPTEMBER 2018**

**Document Number
CA 30/2018**

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)

Barbara EGGERS (BE)

Catherine FENECH (CF)

Georgios GEORGIANNAKIS (GG)

Arnoud HEERES (AH)

Tomas HRUBY (TH)

Kveta JANOUSKOVA (KJ)

Kamila KAUKIEL (KK)

Ioannis KROUSTALIS (IK)

Rosita LAKE (RL)

Elena MARTÍN ALONSO (EM)

Koen NOMDEN (KN)

Jakub NICE

Anastassios PAPADOPOULOS (AP)

Gerard PAYNE (GP)

Maria SAURA MORENO (MSM)

Andreas SCHNEIDER (AS)

Jo TURNER (JT)

Fani ZARIFOPOULOU (FZ)

Extraordinary participation:

Observer: Komninos DIAMANTARAS (KD), Martine STEENHOUWER (MS), Ornella DI PERRI (OdP)

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

Agenda point	Discussion/Conclusion	Follow-up	Responsibility
1. Approbation de l'ordre du jour / Approval of the draft agenda	The agenda (CA 28/2018 REV 1) was approved by the Board.		
2. Présentation des nouvelles pédagogiques, y compris sur la situation des Écoles à Bruxelles / Presentation of educational developments, including regarding the perspectives for Brussels Schools	<p>AP informed the Board about the continuous lack of information from the OSGES concerning the opening of the temporary site in Avenue des Arts.</p> <p>BE mentioned that the responses from Commission Cabinets are mixed. She considered that the issues of noise/ pollution/ absence of recreational space/ transportation and accessibility/ security at the site are the major concerns of most parents, while all other requirements could be in compliance with Belgian legislation.</p> <p>AP mentioned that the opening of any bids following the call for tender for the impact assessment for the long-term situation in Brussels European Schools will be opened on 26 September.</p>	<p>The Monitoring Group meeting has been convened for Thursday, 25 October 2018.</p> <p>On the same day, there will be a discussion on the way forward for the organisation of the impact assessment study (possibly a negotiated procedure), following the unsuccessful results of the previous call for tender.</p>	<p>AP</p> <p>EM</p>

	<p>The Board was informed also about parents' representatives positions (4 abstentions and 2 against) in the last P/N Education Council, who were invited to vote on the School's proposal to organise the P5 EN L2 trip in May in Germany on a camping site. The school committed to organising that trip again in the UK in 2020.</p> <p>CF (APEEE representative in the ES exchange program) informed the Board about seven (7) EEB 3 students being following courses in ES Munich.</p>	<p>A follow-up discussion on the P5 EN L2 trips took place in the P/N Education Council on 11 October 2018.</p>	<p>New school School Trips WG</p>
<p>3. Rapport mensuel du manager des ressources humaines et des opérations/ Monthly report from the Human Resources and Operations Manager</p>	<p>OdP provided an overview of the upcoming HR projects, including:</p> <ul style="list-style-type: none"> - The evaluation of all permanent staff by the end of October - A re-publication of the advert for the part-time IT Assistant post in 2-3 weeks, as the previous interview of five (5) candidates in July did not lead to the selection of a suitable profile - Staff appreciated the complementary health insurance policy - The question of eligibility of APEEE staff children in European Schools was raised by AP with the Secretary-General of European Schools - Sickness of a staff member in the canteen will be addressed with short-term solutions. 	<p>The advert for the IT Assistant post was re-published via an APEEE Newsletter.</p> <p>The issue of enrolment of APEEE staff children in European Schools will be raised at the School's Administrative Board meeting on 3 October 2018 as well as in all subsequent CEA meetings as part of the 2019-2020 draft enrolment guidelines.</p>	<p>OdP AP KN SB</p>

4. Remplacement des membres sortants du CA et du comité exécutif / Replacement of out-going Board and EXCO members	<p>AH, the new NL section representative, will replace Dirk Meert in EXCO.</p> <p>JT will remain on the Board as outgoing member until a new EN section representative is elected in November 2018.</p>		AP MSM OdP
5. Établissement du comité financier EEB3 - Nouvelle convention École APEEE / Setting up the new EEB 3 Financial Committee - New School – APEEE Convention (CA 29/2018)	<p>GP and AP presented the new draft Convention (CA 29/2018) setting up the EEB3 Financial Committee and proposing its possible scope.</p> <p>The new Convention seeks to implement the transparency and accountability objectives highlighted in the respective resolution adopted at the General Meeting in January 2018. In this vein, it analyses the specific rationale behind each financial operation and draws a line for the monitoring of all off-budget school expenditure (Lists A and B).</p> <p>The next Committee meeting is scheduled for 20 September.</p> <p>Some Board members asked questions as to the impact of the future extension of APEEE role/workflow, especially in the context of extended burdens on staff, the need for a differentiated tariff policy for new financial operations and finally the limited representatives of the APEEE in comparison to the total school population.</p>	<p>AP and GP will discuss the off-budget accounts in a meeting with other Brussels Schools' representatives on Wednesday, 24 October.</p>	GP RA AP OdP

	<p>Moreover, they requested clarification as to the respective roles and the ownership of the ASBL accounts in the future and asked for information about the relevant practices in other European Schools. JN presented the outcome of the discussions in the Canteen Committee, whereby vending machines set in place by the School will cease operating at the end of the current contract.</p> <p>AP stressed that all current involvement in new overall tasks above and beyond the traditional APEEE services (students' projects like Bac Ball / S7 events, eebGreen, hoodies, MUN trip etc) was the consequence of the School's decision - back in 2016 - to discontinue its direct involvement in non-compulsory activities including those outside school hours. Some new APEEE tasks are also the effects of our financial management of SF accounts, from which students and teachers request financial contribution.</p>		
6. Nomination d'un coordinateur pour le suivi des questions suivi les fonds des classes (P/M) / Appointment of a coordinator regarding the follow- up to questions on P/M class funds	<p>After the first EEB Financial Committee meeting in June, P/N teachers' representatives (Ms Nidelet and Ms Crombag) requested the selection of a few co-ordinators (parents chosen by all classes or eventually from the APEEE) collecting the annual contributions for the year-level outings organised during the year (all in all, five co-ordinators for Primary classes and one for all Nursery).</p>	<p>A new School WG on P/N trips and outings will be set up as agreed in the P/N Education Council on 11 October 2018.</p>	<p>GP RA AP School WG on P/N trips OdP</p>

	<p>Teachers excluded their direct involvement in money collection as being prohibited by some Member States. Moreover, they considered that their role must be limited to the educational organisation of the year-level outing without being forced to take up any financial risks.</p> <p>The APEEE reserved its position pending the ongoing internal consultations. However, it stated from the outset the need for prior estimates and planning.</p> <p>Board members underlined again the need for a differentiated tariff policy for non-APEEE members (JN) and the question of scale, as not all parents are members of the APEEE (KK).</p> <p>As discussions on the future model for the organisation of school trips and outings did not take place as yet in the new body (EEB3 Financial Committee) and the Primary/Nursery Education Council, a thorough analysis must be done. It was proposed therefore to maintain provisionally (only for 2018/9) the role of the EEB3 AGP (ASBL), those whose accounts could serve for that purpose, as was case in 2017/8.</p>	<p>Discussions in the EEB3 Financial Committee will continue too. Next meeting is planned for November 8.</p>	
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	<p>Once discussions conclude, parents will be informed about the 2018/9 policy for level outings via a Newsletter.</p> <p>It was recalled that the EEB3 Financial Committee agreed to discontinue the ASBL involvement for class funds as of September 2018. Class funds will operate on a decentralised basis as it was the case until the end of school year 2016/7.</p>		
<p>7. Clarification sur le rôle et les décisions des groupes de travail / Clarification on the role and the decisions to be adopted by the APEEE Working Groups</p>	<p>AP underlined the importance of internal consultations across the board before any operational decision is adopted by a specific operational WG that could have an impact on the organisation of other sectors.</p> <p>In those circumstances, the Board agreed to suspend the implementation of any WG decision before EXCO (or the Board) discuss the global effects. OdP may raise a “scrutiny reserve” in any WG meeting to withhold the adoption of the decision.</p>	EXCO	<p>MSM</p> <p>AP</p>
<p>8. Nouvelles des secteurs (cantine, périscolaire, transport) / News from the sectors (canteen, extra-curricular activities and transport) (CA 30/2018)</p>	<p><u>Transport</u>: The outlook from the start of the year was positive. The next priority of the WG is the finalisation of the new Transport Regulation to be adopted by the Board in October. Information on the transport page on the web will be re-arranged following the upcoming adoption of the Transport Regulation.</p>		FZ

	<p><u>Extra-curricular activities:</u> The improvements of the e-enrolment system were made visible. However, the sector needs one tool managing everything (front-end and back office), specifically including cancellations and daily organisation/monitoring of all courses.</p> <p><u>Canteen:</u> Innovations were put in place in agreement with the school (teachers eating with pupils in MAT - P3; supervision being limited to P4-P5 and S; new organisation for MAT classes eating from 11:55 am to 12:40 pm; Wednesdays slot is from 12:50 to 1.30 pm (Childcare staff taking up duties at 12:40 pm); two more persons re-inforced supervision). A list of students enrolled to the Ixelles childcare unit must be provided by the OIB. Canteen WG members presented the very positive outcome of the recent survey. Parents can monitor the means offered via the website. National dishes will be launched soon. Vegetarian dishes are offered once a week (not on the same day). Comments received from the nutritionist are rather marginal.</p>		<p>RL</p> <p>JN</p>
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	<p><u>Communication:</u> The WG will finalise the new website layout looking at it from the user perspective. CF expressed preference for a designer. The Drupal 8.0 version will be made available soon. As regards content, more support and input from WGs (news, articles and briefing) would be needed ("push approach").</p> <p>KK proposed the appointment of a communication correspondent in each APEEE WG. This contact person would ease advanced communication planning for "La Gazette" and APEEE Newsletters. The Board agreed with this proposal.</p> <p><u>IT:</u> GG reaffirmed the WG planning, including the transition to new Drupal version and the introduction of tablets in transport in December (pilot project). IT priorities could be presented in the Board meeting in October. Data protection requirements (under the GDPR) rules were fully respected in the e-enrolment platform as well as on the APEEE website and other communication means.</p>	Names of WGs "correspondents" for internal communication are expected. KK will act as the Transport WG contact person.	CF
			GG
			OdP
9. Adoption des lignes directrices sur l'audit / Adoption of Guidelines for the upcoming audit (31/2018)	The Board approved guidelines set out in CA 31/2018 for the upcoming external audit of APEEE operations starting on 1 October 2018.		TH OdP MSM AP

10. Paiements en ligne / On-line payments	<p>The implementation of the Net Pay agreed in June is still pending, as a new reduced offer is to be submitted.</p> <p>Mollie made a new reduced offer, which will be applicable for the APEEE. Other offers (Viva Wallet) are explored in addition as a medium-term solution.</p>		<p>Canteen WG LT GP AP LT OdP</p>
11. Calendrier de l'École 2019-2020 / 2019-2020 School calendar	<p>AP informed the Board about the draft calendar 2019-2020, which is to be examined at the School's Administrative Board meeting on 3 October.</p> <p>The rule of 181 working days (2020 being a leap year) would require considering 6 January 2020 (Feast of the Epiphany) as a normal school day.</p> <p>Maintaining Epiphany as a school holiday in line with the previous years' practice was requested by the ES section representative (EM).</p> <p>The Board examined all possible options but splitting the one-week holiday in May was opposed by all. The ES section opposed also the assimilation of Epiphany with the Greek Orthodox Monday (thus allowing all ES section students to remain at home) as well as the transfer of the Educational Day from November 2019 to January 2020.</p>	<p>A discussion on this issue will be held in the School Administrative Board meeting on 3 October 2018.</p> <p>A new discussion in November SAC is also possible.</p>	<p>KN AP</p>

	<p>Starting the school year one day before (on Tuesday, 3 September 2019) will be proposed to the School direction as the most agreeable option, with the additional advantage of reducing the days, during which the OIB provides no after-school childcare facilities (childcare with access to the open air).</p> <p>It was made clear though in previous exchanges with Mr de Tournemire that he would not favour an earlier start of the 2019/2020 school year, as the management needs two working days for teachers' and courses' planning before the initial school day.</p> <p>The final decision on School's next calendar will be taken at a later stage, once all Brussels Schools go through their Board meetings.</p>		
<p>12. Listes des familles au sein des classes - Question de protection des données / Family lists within classes - Data protection issues</p>	<p>AP informed the Board about the fact that the data processing within classes falls outside the data protection rules adopted by the APEEE for its own internal operations. It was recalled that not all families are members of the APEEE and therefore the latter could only provide some technical advice and general principles to be respected by the class representatives in their quality as data controllers.</p>	<p>The data protection policy within classes could be clarified in an APEEE Newsletter at a later stage.</p> <p>A specific WG set up by the OSGES could study all relevant issues following the application of the new GDPR rules.</p>	<p>AP</p>

	Data protection compliance with the new GDPR will be part of the mandate of a WG to be set up by the OSGES, in which AP asked to participate as a member.		
13. Informations générales sur Springfest (SF) 2019 / General information about 2019 Springfest	<p>MS informed Board members about the date of 2019 Springfest (SF) coinciding with the Europe Day (May 9).</p> <p>The date was chosen by the School without any prior consultation with the APEEE or discussion in SAC. Organising the event on a day within a week (Thursday, thus having classes next day) was considered as a bad option although parents will be able to participate without work constraints. The choice of Thursday will impact on the planned activities and the duration of the day (no S4-S7 disco will be held late in the evening), while all SF activities will finish by 6 pm.</p> <p>The new shorter organisation will not impact considerably on the expected revenues (MS).</p> <p>Depending on the progress for the recruitment of one part-time IT Assistant and of one Finance Manager (to be decided in autumn), the precise attribution of SF-related tasks between SF 2019 coordinators (MS, GP) and staff will be decided at a later stage.</p>	<p>A follow-up discussion in November SAC could be envisaged.</p> <p>It will be clarified whether "Topoi" is also scheduled on the same day.</p>	<p>GP</p> <p>MS</p> <p>AP</p> <p>OdP</p> <p>LT</p>

<p>16. AOB</p>	<p>AP informed Board members about the successful start of the new school year and the very few (4-5) gaps in terms of teaching (ES teacher of Philosophy, DE teacher of Chemistry and S2/S3 classes mixing in Latin etc.) in the first school days. All members were invited to send any additional remarks by Thursday 20 September 2018.</p> <p>AP stressed also the need for a thorough and close monitoring of the respect of BAC examination rules in view of next year's examinations.</p> <p>Finally, he informed the Board about the on-going discussions for the long-term management of APEEE accounts. A first report could be possible for the October meeting.</p>		<p>AP KN</p>
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Next Board meeting scheduled on Tuesday 23 October 2018 at 7 pm

Indicative list of issues to be addressed:

1. Exchange of views with the school management on priorities for the school year 2018/9
2. 2017/8 closed accounts and 2018/9 draft budget – initial exchange of views with the accountant
3. Presentation of the RSM external audit report