

## ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III

### ASSOCIATION DES PARENTS - PARENTS ASSOCIATION

MEETING OF 25 OCTOBER 2018

Document Number  
CA 33/2018

#### 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)**

Barbara EGGERS (BE)

Catherine FENECH (CF)

**Georgios GEORGIANNAKIS (GG)**

**Tomas HRUBY (TH)**

**Arnoud HEERES (AH)**

**Kveta JANOUSKOVA (KJ)**

Kamila KAUKIEL (KK)

**Ioannis KROUSTALIS (IK)**

Rosita LAKE (RL)

Elena MARTIN ALONSO (EM)

Koen NOMDEN (KN)

Jakub NICE (JN)

Anastassios PAPADOPOULOS (AP)

Gerard PAYNE (GP)

Maria SAURA MORENO (MSM)

Andreas SCHNEIDER (AS)

Nicole STYLIANIDOY (NS)

Fani ZARIFOPOULOU (FZ)

**Extraordinary participation:** Emmanuel DE TOURNEMIRE (EdT), Peter GARRY (PG), Kamila MALIK (KM), Benoît GORET (BG), Marie DELACROIX (MD), Komninos DIAMANTARAS (KD) and Ornella DI PERRI (OdP)

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

| Agenda point   | Discussion/Conclusion  | Follow-up | Responsibility |
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| <b>1. Approbation de l'ordre du jour /<br/>Approval of the draft agenda</b>                        | The agenda (CA 32/2018) was approved by the Board.<br><br>The chair welcomed the new Nursery representative in the Board (NS).   |           |                |
| <b>2. Discussions avec la direction de<br/>l'École / Discussion with the school<br/>management</b> | The discussion with the School Director and the two Deputies covered a variety of issues.<br><br>EdT thanked all sections for the joint contribution submitted by parent representatives in view of the upcoming whole school inspection taking place from November 12 to 16. This contributed to the school's self-assessment report, which was to be released on the following day.<br><br>Being asked about the Monitoring Group meeting on the same day, he stressed that no decision had been made. Before any political decisions are taken, regional authorities must issue permissions (for example, firemen, and environmental protection authorities). He recalled the envisaged solutions for Evere (future location of the fifth ES) and Berkendael (permanent site). In relation to Arts-Loi new temporary site, visits were made by a few persons, including an architect of the service in charge (Buildings Office). |           |                |

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|  | <p>Canteen facilities, library, science labs and a polyvalent auditorium for theatre performances are feasible. He qualified the building as “a good offer in the current situation”. The temporary location could last for a maximum of six years and could be operational as from September 2020 for 1000 Secondary students.</p> <p>BE expressed her concerns that the building is not adequate. EdT referred to the Lux II school, which opened in September 2011 following close contacts with architects. He is representing directors in the description of needs, as he was the last person having a similar experience. The choice of EEB2 and EEB3 was related to the location of the closest schools. The alternative of no solution would be a major crisis and the refusal of enrolments of new pupils.</p> <p>In reference to KN remark about the norms to be respected, EdT emphasised that these will be adapted to our needs. Solutions will be more expensive and demanding, he noted.</p> <p>Passing onto different subjects, EM raised the issue of the unfortunate communication about the P5 L2 (EN) trip in Germany against the clear expression of parents. The access to OIB nursery in Ixelles is more restrictive than in other Brussels schools. Finally, she proposed to maintain the Feast of the Epiphany on 6 January 2020 as a holiday for pupils and suggested the extension of the “Learning to Learn” talks to S1 students.</p> |  |  |
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|  | <p>In reply, KM engaged in fixing the week for next school year's EN trip (March – May 2020) immediately after 2019 Easter holidays. The new regulation for class trips would enable better planning and a consensual approach in the future. As regards the access to ES policy, the matter will be subject to harmonisation in the coming months.</p> <p>PG took the floor to announce the intention to review the starting year for “Learning to Learn”. A relevant information point is scheduled for the next Education Council in December. The training for teachers was extended to thirty persons from both Primary and Secondary, thus relaying information and knowledge as widely as possible. A large training session for 50 teachers by the Red Cross is planned as well.</p> <p>The focus on the transition from one educational level to another is a key consideration for the School, although the entire process could take several years to be fulfilled. As from this school year, examination for certificates in languages will be organised on its premises. Seminars for time management are also foreseen for S4 students after their final exams in June.</p> |  |  |
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|  | <p>NS raised the point about prevention measures taken by the Sports City during the P1 pupils outing. KM confirmed the provision of First Aid in that centre. A form was filled for the accident. A meeting with the parents of the injured child will be organised after the holiday for the Feast of All Saints.</p> <p>KK asked for clarification about the policy followed for the attribution of classes to teachers and the maximum duration of the same teacher for one class (two years).</p> <p>GP underlined the constrained population of EN native-speaking children against an overwhelming SWALS enrolments (2/3 in some cases).</p> <p>FZ questioned the continuous transfer of responsibilities from the schools to the Parents Associations. EdT pointed to the IAS Recommendations for Framework Agreements be signed by March 2019. Mechanisms were put in place for managing activities off the school's budget which were not considered acceptable by the auditors (ASBL for class funds). He referred also to other cases, where the school had no educational role in the organisation (S7 student events). The school will be forced to recruit an accountant for the short term (two years), since the request for a new permanent post was not approved by the Administrative Board.</p> |  |  |
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|  | <p>Coming back to the question raised by EM about the status of the Feast of Epiphany in early 2020, he noted that the day was not considered as a school holiday by Annex I to the General Rules of ES. Only the ES sections in EEB1 and 3 as well as the IT section in EEB1 expressed their discontent with a normal working day.</p> <p>GG raised the issue of teaching of Arts – Music in L3 for S1-S3 students. He expressed also concerns about teaching of syllabi for S7 students. As regards the first point, PG highlighted the shortage of teachers in L1. Tests are being prepared in all three media languages (EN, FR, DE). For BAC teaching, he asked for specifics so as to express a position.</p> <p>HB pointed to the failure of the initial class meetings with teachers, where only the class teacher appears providing non-essential information, while there is no chance for getting to know other teachers of the most essential subjects. The system has proved so far problematic, thus leading to parent absences. She underscored the need for proper integration of new teachers into the school rules and normal practices. In conclusion, she asked for teacher reporting when an accident occurs during a school trip.</p> |  |  |
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|  | <p>GB emphasised the lack of clear guidelines for remixing students from Primary to Secondary. In particular, a recent re-grouping of SWALS in S1-S2 led to a gender imbalance in the class composition. PG presented the huge problems of coordinators, as many new enrolments happen every year in those classes with the effect of significant delays for timetabling.</p> <p>With reference to queries about the transition to the new marking reform scheme during this year, PG underlined that monthly meetings are being organised among teachers.</p> <p>Mentor schemes for new teachers are already put in place. They get an intensive newcomer course in the first educational meetings before the start of each school year. Based on experience, it takes normally up to two years to get acquainted fully with the ES system.</p> <p>Finally, Board members noted positively the wider and extensive use of SMS by secondary teachers.</p> |   |                          |
| <b>3. Présentation et échange des vues avec l'auditeur externe / Presentation and exchange of views with the external auditor (CA 34/2018, CA 21/2018)</b> | <p>MD presented the RSM preliminary report concerning the APEEE 2018 external organisational control. The key elements were included in a confidential document for Board's appreciation and follow-up action, as regards risk factors.</p>   | <p>Following last verification of some elements, especially on the IT part, the final version will be presented for the next Board meeting.</p> | <p>TH<br/>MSM<br/>AP</p> |

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|  | <p>In this vein, a number of recurring IT issues were addressed as critical part of the on-going transformation of APEEE workflows (in the front office and at the back end) to more integrated electronic solutions. The transport sector was underlined as the most successful in applying the e-enrolment features, while HORECA and the extra-curricular activities sectors rely still - to a significant extent - on the outdated Filemaker database, especially as regards day-to-day business.</p> <p>RSM suggested ways to improve the follow-up of the budgetary implementation and the reliability of financial data (through a SPOC – SPOF, a Budget and Finance Controller) while reducing manual controls and avoiding parallel encoding for accounting purposes (keeping Winbook as the key accounting tool interface).</p> <p>Moreover, the improving efficiency in the orders' and payments' chain was pointed to, whose reporting proved correct as to their final results.</p> <p>In terms of human resources, the report pointed to the need for on-spot evaluation of service providers and assistants every two years instead of a lengthy, form-based annual self-evaluation procedure.</p> | <p>Financial observations will be addressed in the financial audit report to be presented in November 2018 meeting.</p> <p>Part of RSM recommendations will be reflected in the future Board discussions for a new centralised financial management system through the appointment of a Financial Assistant acting also as an internal accountant and internal control focal point.</p> |  |
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| <b>4. Première lecture de la clôture des comptes 2017/8 et du projet de budget 2018/2019 / First reading of the 2017/8 accounts and of the 2018/9 draft budget (CA 16/2018 REV 1)</b> | <p>BG outlined the key figures in the final accounts. More income and less expenses were highlighted for all operational sectors with the exception of the increases for extra-curricular monitors, IT maintenance - new software development for e-enrolments, auditor fees, translation services and legal counselling. The Springfest accounts were also differing from the provisional budget, mainly because of additional expenditure.</p> <p>The distribution of 2018 proceeds is pending, although school projects (iPads in Nursery) were identified for financial contribution. As regards the student account, new activities were added (China trip and S7 events), which were balanced from a financial viewpoint, although some remaining provisions for non-accomplished parts of the projects must be transferred to next year's accounts.</p> <p>On a global note, Mollie's high transaction costs lead to reviewing the payment system.</p> | <p>A final discussion will take place in the next Board meeting.</p>          | <p>DP<br/>KD<br/>OdP</p> |
| <b>5. Présentation des résultats de la réunion du comité exécutif du 18 octobre 2018 / Presentation of the results of 18 October 2018 EXCO meeting</b>                                | <p>MSS updated the Board about the outcome of EXCO proceedings.</p> <p>Discussion focused on the:</p> <ul style="list-style-type: none"> <li>- Improvement of budget figures for next school year</li> <li>- Communication to parents concerned about unpaid bills for services (an e-mail signed by MSM would be sent after EXCO meeting)</li> </ul>   | <p>Notification about unpaid bills for services during school year 2017/8</p> | <p>MSM</p>               |

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|  | <ul style="list-style-type: none"> <li>- HR issues, including the payment of fees for APEEE staff children</li> <li>- Update by LT on IT projects, including the possible introduction of one badge for all services and the operability of the new BackOffice system.</li> </ul>  |                            |              |
| <b>6. Adoption du règlement des transports / Approval of the Transport Regulation (CA 35/2018)</b> | <p>FZ presented for approval the final draft Transport Regulation.</p> <p>The text consolidates perfectly and from a user-friendly perspective (single point of reference) all in-house arrangements, which remained inaccessible for the wider community for a long time. It includes, <i>inter-alia</i>, rights - obligations as well as safety - security provisions, which reinforce the accountability and better understanding of the service, especially by new parents. The intention of the WG is to update the document, where necessary, for the Board's approval on an annual basis. Once tablets will be introduced, parts of the document will require adaptation.</p> <p>The Board approved unanimously and enthusiastically the new Transport Regulation, which will be uploaded on the APEEE website.</p> | Publication on the website | WG Transport |

**7. Information sur la réunion du Groupe de suivi du 25 octobre 2018 / Information from the Monitoring Group meeting of 25 October 2018**

AP briefed the Board about the discussions held in the Monitoring Group prior to the meeting. There was no substantial new information provided by the Secretary-General, the Directors and the Buildings Office. It was confirmed that the Council of Ministers is planning to adopt a decision on the global package (Evere site for the functioning of the 5th School by September 2024 or 2025, the definite use of Berkendael as a school site and the temporary use of the office building in Arts-Loi from September 2020) by the end of this year.

The technical feasibility study for the use of the temporary site is on-going. Parents requested their participation in and consultation on the assessment from this early stage of the process but there was no positive response so far.

It was reminded that the temporary site could be used for a maximum of 1000 students. Library, laboratories and canteen facilities could be put in place. On the contrary, there will be no possibility for a gym inside the building. Students could use the public transport (mostly metro), as the surrounding streets would not be suitable for a school transportation service.

Parents' serious concerns were expressed in a letter to Minister Jan Jambon dated October 24th.

It is unclear when the Monitoring Group will meet again.

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| <b>8. Rapport mensuel du manager des ressources humaines et des opérations - État des RH / Monthly report from the Human Resources and Operations Manager - State of HR needs</b> | OdP informed the Board about the ongoing selection of a part-time IT Assistant (18 CVs received by 23 October). GP, OdP and LT will be the main members of the Selection Committee. JN and GG were invited as well.  |  |                |
| <b>9. Nouvelles des secteurs (cantine, périscolaire, transport, IT) / New from the sectors (canteen, extra-curricular activities, transport and IT)</b>                           | The developments in operational sectors were postponed to the next Board meeting.  |  | AP             |
| <b>10. Gestion à long terme des fonds de l'APEEE / Long-term management of APEEE financial assets (CA 20/2018)</b>  | The Triodos offer for the medium- / long-term management of APEEE funds was presented. It guarantees both a minimum risk as well as a net amount above the invested capital. The continuation of the discussion on alternative options (spreading risks with new bank accounts also in other EU countries and/or new financial products) will continue in one of the next meetings, thus preparing the ground for the presentation at the General Meeting. |  | GP<br>KD<br>AP |
| <b>AOB</b>  | N/A  |  |                |



**Next Board meeting scheduled on Tuesday 20 November 2018 at 7 pm**

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

1. Examination of the final accounts and of the draft 2018/9 budget
2. Presentation of the final RSM external audit report
3. Update on HR needs (Financial Officer post & part-time assistant in extra-curricular sector)
4. Long-term management of APEEE funds
5. Report from the EEB3 Financial Committee meeting
6. New system for payments