

ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III

ASSOCIATION DES PARENTS - PARENTS ASSOCIATION

MEETING OF 18 DECEMBER 2018

Document Number
CA 47/2018

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:

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

Ronald ALBERS (RA)

Geraldine BARRY (GB)

Hayet BENABDERRAHMANE (HB)

Agnès BOUCHERON (AB)

Sarah COLLINS (SC)

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 MARTIN ALONSO (EM)

Koen NOMDEN (KN)

Jakub NICE (JN)

Anastassios PAPADOPOULOS (AP)

Gerard PAYNE (GP)

Maria SAURA MORENO (MSM)

Andreas SCHNEIDER (AS)

Yvonne STAUSBOLL

Nicole STYLIANIDOY (NS)

Fani ZARIFOPOULOU (FZ)

Extraordinary participation: Benoît GORET (BG) from Debroux et associés, Matthieu NOEL (MN) from RSM, Komninos DIAMANTARAS (KD). Lucas TASHO (LT) and Ornella DI PERRI (OdP)

Agenda point	Discussion/conclusion	Follow-up	Responsibility
1. Approbation de l'ordre du jour / Approval of the draft agenda (CA 46/2018 REV 1)	The revised draft agenda was approved.		
2. État des lieux des projets informatiques de l'APEEE / State of play of APEEE IT projects	<p>The Board was informed about the latest state of play for all IT projects.</p> <p>The pilot phase in the introduction of bus tablets is due to commence in coming months. The application is online, it was already pilot-tested by bus monitors, data connection remains to be tested and chosen, on 20-21/12 test live on the bus (with phones of monitors, tablets dont have data plan yet).</p> <p>New APEEE website: work continues, new IT assistant is helping with e-enrolment, e-mails, newsletter.</p> <p>Backoffice: initial version uploaded to server, all online, after January sectors will test it.</p>	A follow-up discussion is planned for the March 2019 Board meeting.	<p>Transport WG</p> <p>WG IT</p> <p>VP COM</p> <p>LT</p>

<p>3. Information sur l'approbation du système des paiements / Information on the approval of the payment system (CA 43/2018, EXCO written procedure No 1/2018)</p>	<p>The Board was informed about the result of EXCO's written procedure No 1/2018, which confirmed the introduction of Viva Wallet accounts and payment method.</p> <p>In reply to TH question about the need for this new system as the bank transfer option is provided for free, LT explained that the alternative means that a huge number of transactions (more than 30,000 per year) must be encoded manually. VivaWallet will automatise the process, it will cost only 40-60% of estimated Mollie costs, but development is needed for e-enrolment, can be used since February.</p> <p>In relation to the introduction of bus tablets, an initial version of the developed software has been uploaded on the APEEE Back Office and will be tested locally on 10 tablets and smart-phones. All data are stored on the APEEE server, which is operated in compliance with APEEE Privacy policy.</p>	<p>The IT connection will be made soon.</p> <p>Viva Wallet will be introduced gradually, starting with credit and debit cards and will be used, as a first step, for the transactions of the students' account for Bac Ball, the EEB3 clothing event (hoodies) and Springfest.</p>	<p>LT, OdP WG IT</p>
<p>4. Préparation de l'assemblée générale du 28 janvier 2019, y compris concernant des projets des résolutions / Preparation of the General Meeting of 28 January 2019, including draft motions :</p> <p>a) Lecture finale et approbation de la clôture des comptes 2017/8 et du projet de budget 2018/2019 / Last reading and approval of the 2017/8</p>	<p>The Board examined the latest preparatory documents in view of their submission for adoption to the General Meeting.</p> <p>BG cleared the most recent issues concerning the final 2017/8 accounts and the 2018/9 draft budget on the basis of the revised extra-curricular figures, which included the</p>	<p>The documents will be approved via the APEEE website.</p> <p>General Meeting</p>	<p>AP GP</p>

<p>accounts and of the 2018/9 draft budget (CA 16/2018 REV 1, Excel tables)</p>	<p>revenues from the Summer Camps and disclose a reduced deficit in that sector.</p> <p>The accumulated reserves over several years ensure that there are no worries about the sustainability of this small temporary deficit, which was produced partly due to the long-awaited increase in June 2018 of the monitors' hourly remuneration (see CA 24/2018).</p> <p>The final consolidated table demonstrates the conclusion of a positive budgetary year for the overall APEEE figures.</p> <p>RL noted the successful introduction of new courses, also during summer time, which increased the number of teaching hours. She highlighted the WG position in favour of a gradual and reasonable update of prices over the two next years (in September 2019 and 2020). She emphasized also the urgency for an extra person in the department on a part-time basis, as up until now there is nobody available as a back-up in the event of sickness.</p> <p>Some Board members expressed their reserve about the price increase for services in 2018/9 (KN) and focused on developing a clear policy about the budgetary exercise on an annual and multi-annual basis (FZ), as well as on the ratio for spending/investment in all departments (JN).</p> <p>It was noted that the conjunction of a hand-over to a new Treasurer at the end of August 2018 (from KD to GP) did not allow the new Treasurer's involvement in the budgetary</p>		<p>OdP LT</p>
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	<p>forecast analysis for the new school year.</p> <p>Finally, the Board agreed to consider as non-significant the non-identified loss of revenues of an amount below 10,000 euros. The 2017/8 estimated amount is at a maximum of 6.000 euros. The external accountant and the auditor confirmed that the difference is not due to fraudulent actions but - most probably - to omissions and errors in encoding.</p>	<p>The following Board's financial decisions will be introduced in the internal RoP. These relate to:</p> <p>a) The margin of 10.000 euros for any non-identified loss of revenues (a difference in the accounts resulting after a comparison of the respective amounts in e-enrolment and Filemaker databases)</p> <p>b) The minimum value of 100 euros for any APEEE asset to be included in the inventory and</p>	
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		c) The amortisation of any purchase of more than 10.000 euros over a period of three years.	
a) Gestion à long terme des fonds de l'APEEE / Long-term management of APEEE funds (CA 20/2018, CA 50/2018, PPT)	GP provided information to the Board relating to the main lines of his reporting to the General Meeting in implementation of last year's motion on the matter. He recalled the conclusions of the Ad-hoc WG and underlined the need for a long-term plan on how to (re-)invest extra liquidity and long-term deposits, which remain in accounts with negative interest rates and high service fees. The expertise of two parents (Alexander BARTOVIC and Petr BREZINA) in conjunction with the shared thinking of both Treasurers and of the President concluded this analysis by identifying tailor-made proposals for the management of excessive reserves (QB and the Triodos socially-responsible passive fund), which guarantee to the maximum APEEE capital (with stop-loss clauses) while generating an average annual profit of 1.1 – 2%. An amount of 1.1 million euros will be earmarked for legal reserves and will remain under guaranteed deposit schemes in bank accounts.	General Meeting Board members were requested to submit any further questions in writing by 14 January 2019. A follow-up discussion and vote on the proposed management of excessive reserves will be planned for February Board meeting.	GP Ad-hoc WG

	<p>Moreover, GP stressed the need for more sound budgetary forecasts, which must be improved in order to avoid the creation of excessive surpluses in departments. In order to prepare the first draft budget by June (to take timely decision about new prices), first discussions with sectors about draft budget must start already in March/April.</p> <p>TH asked GP to inform the General Meeting about the parts of the 2018 motion which cannot be implemented and requested the parallel examination of in-house investment options (for example, the canteen self-service).</p> <p>FZ suggested the possible split of liquidity per department as a means for tackling any discontinuity of payments by external bodies.</p>		
<p>a. Projet de résolution sur le site temporaire de l'Ecole pour les étudiants du cycle secondaire supérieur / Draft motion on the temporary School site for Higher Secondary students (CA 48/2018 REV 1)</p>	<p>The Board approved the draft motion on this subject (REV 1), which expresses its fundamental opposition to the plan to transfer Secondary level students from our school to a new temporary site, as of September 2020.</p> <p>It was agreed that, if necessary, any further comments from Board members would be possible prior to the General Meeting.</p> <p>Other ideas for action, including lobbying the European Parliament and an on-line petition will be examined in due</p>	General Meeting	AP

	<p>course.</p> <p>A meeting between Commissioner Oettinger and IP / APEEE Presidents has been convened for 10 January 2019.</p>		
<p>b. Projet de résolution sur le recrutement du personnel / Draft motion on staff recruitment (CA 49/2018, CA 40/2018)</p>	<p>The Board approved a proposal for a draft motion inviting the General Assembly to endorse the publication of two half-time posts in the HORECA and IT sectors.</p> <p>The examination of a possible half-time post administrative Assistant in extra-curricular activity department was scheduled for discussion in the first half of 2019.</p> <p>The Board agreed to postpone any decision about the recruitment of an in-house accountant and to suggest to the General Meeting the prolongation of the APEEE contract with Debroux & Associés.</p> <p>BG outlined the main features of the proposed new contract, which enables the timely preparation of a draft budget in June (instead of October) as a basis for adjusting, where necessary, in order to obtain a more correct estimation of revenues and expenditure for the following school year. Another key element is that the final accounts can be finalized in September/October (instead of November/December), while advice on tax issues will be part of the accountant's agreed portfolio. The new contract foresees also a closer and deeper co-operation in terms of</p>	General Meeting	MSM OdP

	monthly hours between the accountant, the Treasurer and the Human Resources and Operation Manager.		
c. Autres points / Other points	There were no other proposals for draft motions up until the date of the Board meeting. All representatives were requested to inform the Board as quickly as possible and within the statutory deadlines.	General Meeting	
5. Présentation des résultats de la réunion du comité exécutif du 15 novembre 2018 / Presentation of the outcome of 15 November 2018 EXCO meeting	This point was not discussed because of the absence of the EXCO Chair.	The next EXCO meeting will be planned after the Board meeting on 19 February.	MSM OdP
6. Rapport mensuel du manager des ressources humaines et des opérations - État des RH / Monthly report from the Human Resources and Operations Manager – HR issues	The needs for extra permanent staff are set out in the respective Board motion. The half-time post in the canteen mirrors the recruitment of a contract agent since 2018.		OdP
7. Accomplissement de l'inventaire des objets de valeur de l'APEEE / Conclusion of the inventory list of APEEE assets	AP informed the Board about the conclusion of the first-ever inventory of all APEEE assets, worth more than 100 euros. The list will be annexed to the Framework Convention to be signed between the school management and the APEEE President by 30 June 2019.		OdP AP

<p>8. Nouvelles des secteurs (cantine, périscolaire, transport, communication) – Décisions des groupes de travail / News from the sectors (canteen, extra-curricular activities, transport, communication) - Working Group decisions</p>	<p>This point was not addressed in this meeting due to the lack of time</p>	<p>Priorities in all departments are planned to be approved in the Board meeting in February/ March.</p>	<p>All Operational WGs</p>
<p>AOB a. Non-payment of overdue amounts</p>	<p>The Board was presented the names of all parents who still owe amounts for services received in school year 2017/8.</p> <p>It was agreed to inform all parents that :</p> <p>a) If they have not paid their overdue amounts for the school year 2017/8, their children will not be able to use any of the services <u>as from Tuesday 8 January 2019.</u></p> <p>BUT</p> <p>b) If these families have paid in the meantime the due amounts for the same services during the school year 2018/9, we cannot apply the rule "No pay, no play" (see above under a) but we will inform them that any remaining amounts will be transferred to their financial obligations for the second trimester / second half of 2018/9. We must remain very vigilant</p>	<p>An overview of the situation will be presented in the Board meeting in February 2019.</p>	<p>MSM AP OdP</p>

<p>b. Transport survey</p>	<p>with these very few cases. If there is any recidivism and they do not pay the major amounts for 2018/9 as set out before, the "No pay, no play" must apply also for them when the respective deadlines expire in January/February 2019.</p> <p>c) If none of the above applies for a specific family (for example, they are not enrolled to any service in 2018/9), we will send them legal notices reminding them of their obligations with a deadline for payment <u>by Monday 28 January 2019.</u></p> <p>FZ expressed her dissatisfaction with the low participation rate (less than half of all users) in the transport survey (to be closed on 20 December and re-opened in January), which might be due to the access configuration and the privacy policy of the electronic system used. The analysis of the findings will be undertaken by the Transport WG in early 2019.</p>		
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Next Board meeting scheduled for **Tuesday 19 February 2019 at 7 pm**

Indicative list of issues to be addressed:

- i. Composition du Conseil d'administration, des organes et des groupes de travail / Composition of the APEEE Board, of its related official bodies and of the Working Groups
- ii. Amendements aux règles de procédure du CA / Amendments to the Board's Rules of Procedure
- iii. Convention-cadre de l'École avec l'APEEE / Framework for School – APEEE Convention
- iv. Situation des Ecoles Européennes à Bruxelles – Site temporaire / Situation of Brussels European Schools – Temporary site
- v. Révision des statuts de l'APEEE ? / Review of the APEEE Statutes?