

## ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III

### ASSOCIATION DES PARENTS - PARENTS ASSOCIATION

MEETING OF 15 OCTOBER 2019

Document Number  
CA 57/2019

#### MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD

Meeting started 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)**<sup>2</sup>

Agnès BOUCHERON (AB)

Sarah BUCKLEY (SB)

Adán CASTILLO DÍAZ (ACD)

**Carlo CHEMALY (CC)**

Barbara EGGERS (BE)

Catherine FENECH (CF)

Georgios GEORGIANNAKIS (GG)

**Arnoud HEERES (AH)**<sup>1</sup>

Tomas HRUBY (TH)

**Květa JANOUŠKOVÁ (KJ)**

Kamila KAUKIEL (KK)

Rosita LAKE (RL)

Elena MARTÍN ALONSO (EMA)

Jakub NICE (JN)

**Koen NOMDEN (KN)**

Anastassios PAPADOPOULOS (AP)

Gerard PAYNE (GP)

María SAURA MORENO (MSM)

**Andreas SCHNEIDER (AS)**

Yvonne STAUSBOLL (YS)

Eleanna STERGIOULI (ES)


Nicole STYLIANIDOU (NS)

**Fani ZARIFOPOULOU (FZ)**

<sup>1</sup> He informed the President about his non-election as a class representative on 10 October 2019 (NL section representative post in Primary to be filled).

<sup>2</sup> Her mandate ended on 31 August 2019 (Carlo Chemaly took over the function until the upcoming election in FR section).

**Extraordinary participation:** Ms Micheline SCIBERRAS (EEB3 Director), Mr Carlo CEMALY (CC), FR representative-designate (to be confirmed), Ornella DI PERRI (OdP), HR and Operations Manager and Mr Benoit GORET (BG), ARITHMOS company, external accountant.

Agenda point	Discussion/conclusion	Follow-up	Responsibility
<b>Approval of the draft agenda</b>	The draft agenda CA 56/2019 REV 1 was approved.		AP
<b>1. Meeting with the new School Director (CA 58/2019)</b>	<p>In her first meeting with the APEEE Board, Ms Sciberras introduced herself and provided an overview of her values and vision using the enclosed presentation.</p>  <p>APEEE Parents' Presentation 151019</p> <p>Striving for academic excellence, developing all children's capabilities to learn in different ways and forming a "happy school" thus leading to more educational progress were highlighted among her key considerations.</p> <p>Her first impressions so far are positive. She praised, <i>inter-alia</i>, the school's strong organisational structure, the good cohesion among staff, the good co-operation among school community stakeholders based on mutual respect and the numerous activities organised within the school. She</p>		AP

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	<p>pointed to much groundwork done in terms of policy development.</p> <p>In addressing challenges, she outlined foremost the lack of space, as our school has the smallest area in Brussels. The refurbishment of room B.05 for students requiring special support is an action completed. However, further reflection is necessary about a few more necessary steps, in particular, as regards grouping together office and free time-space for teachers and students alike. A study on the most efficient use of space is currently going on. The school could afford this extraordinary pressure for another school year only. Directors are envisaging to send a letter to the Board of Governors explaining the criticality of the situation.</p> <p>A second big challenge is to develop more policy structures and procedural documents. She referred to the examples of the School-OIB-APEEE Joint Undertaking defining clearly the transfer of responsibilities, the anti-bullying policy (where research in other schools would be essential), the policy on substance abuse (a “zero tolerance” field; the policy should aim at clarifying the kind of assistance children may need and the protocol of actions of “who does what and when”).</p>		

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	<p>The child protection policy should wait for some consultations in the Office of the Secretary-General and could be prioritised for next year.</p> <p>The “mobile telephones” policy must be treated as a serious case of addiction and presents more difficulties as it involves changing patterns from habits developed in other environments. Some precise amendments to disciplinary rules might be suggested providing clear guidelines as to the duration of a temporary exclusion and of the record keeping (3 years seems to be very long!). The educational purpose of the disciplinary proceedings must be well-reflected in the actions of the management team. Finally, the Framework Agreement with the APEEE is of extreme importance for all shared issues to be jointly addressed.</p> <p>A third component of future challenges concerns the harmonised access policy in all schools, which is currently under scrutiny by the director. The director declared no change for the time being, as she still needs to learn and she must take on board safety and security parameters.</p> <p>In the educational, Ms Sciberras stressed the need to follow on the WSI recommendations by involving more Europe in</p>		

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	<p>school life and developing a comprehensive training plan for all teachers by including peer review and best practices in differentiation. Educational support pertains to her key priorities, although she admitted that the implementation of the new Specific Guidelines will require increased human resources to activate novel ideas.</p> <p>Discharge for support coordination will be granted. Statistics in S4-S5 classes in 2019 and 2020 will be collected to give shape to the specific implementation of the New Marking Scale in our school. She shared parental concerns about the possible impact of the member states review of equivalence/conversion tables in an inappropriate way.</p> <p>Ms Sciberras replied subsequently to a series of questions outlined in document CA 58/2019. Her main positions were as follows:</p> <ul style="list-style-type: none"> <li>- The anti-bullying policy will be studied thoroughly with other schools and all management in the contexts both of prevention and intervention; the introduction of KIVA is a positive step forward; the APEEE Well-being WG will be consulted when a new policy concept becomes available;</li> </ul>		

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	<ul style="list-style-type: none"> <li>- In reply to a question about pursuing “green” policies, she qualified it as a medium-term priority; while considering space constraints, we could start with bicycle stands and promoting public transport; recycling paper, reduction of single-use plastics and introduction of water fountains on school site are currently being explored; a meeting with the eeb3Green Committee is planned in November;</li> <li>- As to the continuity of policies in relation to “learning to learn”, Ms Sciberras expressed her undoubted preference for all-school-inclusive training and project design; as from next year P5 students (and parents) could profit from “learning to learn” modules as well;</li> <li>- Parental inclusion in school life must be based upon respect and understanding of others’ roles with the child at the centre;</li> <li>- The school will be doing its best to meet the deadline for the entry into force of the Specific Guidelines on Educational Support (December 2019); as stated before, human resources in place will be fundamental; the current discharge rate for Primary</li> </ul>		


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	<p>(6 hours) and Secondary (9 hours), Support Co-ordinators being not sufficient; an Action Plan, including a flowchart of actions, will be made available for the next school year;</p> <ul style="list-style-type: none"> <li>- The European dimension in school life will be reflected in various ways from art projects to competitions for naming buildings and from using educational materials from EU institutions for school trips and work experience;</li> <li>- Solutions for the better organisation of swimming lessons in Primary are looked for;</li> <li>- Problems in communication with teachers can be brought to the attention of Deputy Directors, who can involve the inspector, where necessary;</li> <li>- In relation to space scarcity and capacity concerns (more extended free hours, canteen overcrowding, lack of APEEE offices), the director expressed her openness to consider any appropriate remedies; benches around the cafeteria will be placed soon; she remained reserved though as to whether self-service in the canteen could tackle the effects of overcrowding;</li> </ul>		

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	<ul style="list-style-type: none"> <li>- Differentiation in LII must be given further thought;</li> <li>- The management is keen on conveying appropriate messages to teachers intimidating pupils and could investigate any case through internal mechanisms;</li> <li>- The organisation of annual section events within the school will be considered in the harmonised Access policy; other schools' practices will be considered to this effect;</li> <li>- A fair treatment of pupils accused of misbehaviour will be addressed in the Internal Regulation for Secondary ("Vivre ensemble-Live Together").</li> </ul>		
<b>2. Results of 2018 - 2019 APEEE final accounts – 2019-2020 draft budget (CA 51/2019 REV 2, CA 51/2019 ADD 1 REV 1)</b>	<p>BG presented the revised final 2018-9 accounts:</p> <ul style="list-style-type: none"> <li>- GENERAL AFFAIRS: +10,485.99 EUR</li> <li>- CANTINE: following modification of the salaries in this sector the final result is now +925.23 EUR</li> <li>- EXTRA-CURRICULAR: -26,554.05 EUR</li> <li>- TRANSPORT: - 246,845.61 EUR (including a provision for PMO clawback)</li> </ul>	<p>At its next meeting on 19 November, the Board is expected to approve the 2019-2020 draft budget for submission to the General Meeting.</p> <p>The Board may decide on new partition keys, which will apply as from the 2019-2020 school year.</p>	<p>AP</p> <p>GP</p> <p>OdP</p> <p>BG</p> <p>RSM</p>



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	<p>- SPRINGFEST: +31,045.91 EUR</p> <p>- STUDENTS ACCOUNT: +588.26 EUR</p> <p>- TOTAL RESULT: -230,354.27 (against a draft budget of - 65,175.87)</p> <p>It was noted that the final result would have been almost balanced, if there was no need for adding the amount claimed for reimbursement by the PMO for the transport for the 2015-2018 period.</p> <p>The Board approved the final statement of these accounts for submission to the General Meeting.</p> <p>BG presented subsequently the draft budget for this school year:</p> <p>- GENERAL AFFAIRS: +10,269.86 EUR</p> <p>- CANTINE: -61,564.30 EUR</p> <p>- PERISCOLAIRE: -103,624.99 EUR</p> <p>- TRANSPORT: - 202,192.98 EUR (including a provision of</p>	<p>Update of prices could be considered, also depending on the estimated final result.</p> <p>The Board is expected to decide also on the step increase for all staff with a minimum seniority of at least one year. AP, MSM and GP proposed this increase as an</p>	

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	<p>50,000.00 for PMO future possible clawback)</p> <p>- SPRINGFEST: 0 EUR</p> <p>- STUDENTS' ACCOUNT: 0 EUR</p> <p>- TOTAL RESULT: -357,112.41 EUR</p> <p>General remarks:</p> <ol style="list-style-type: none"> <li>1) The proposed step increase for all staff in service on 1 September 2018 will be more about 36,800 EUR.</li> <li>2) The donation to be granted to the school for 2019 Springfest expenditure is to be decided on 21 October.</li> <li>3) APEEE donation of hoodies to S7 students must be decided internally (either through the General Affairs account or the Students account).</li> </ol>	<p>acknowledgement of the staff's extraordinary efforts during recent years in adapting successfully to changes and making possible the shift from a paper-based administration back in 2015 to a modern electronic management system (EPAFOS in 2016 and BackOffice in 2020).</p> <p>RSM will deliver recommendations both on the 2018/9 accounts and the new draft budget.</p>	
<p><b>3. Monthly report from the Human Resources and Operations Manager</b></p> <p>–</p> <p><b>HR issues</b></p>	<p>OdP reported on the two long sickness cases and the contingency measures taken to ensure operational continuity. As a result, the publication of the assistant post in the extra-curricular sector will be postponed by the duration of absence of the permanent staff member.</p>		OdP

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	On 15 October, Ms Keramyda started as a free-lance Communication Assistant on a temporary basis (initial duration for a month). 56 applications were received for the vacant post of the kitchen chef.		
<b>4. School overcrowding and 2020-1 enrolment policy (ACI / CEA document)</b>	<p>CEA focused exclusively on the working document on the guidelines for next year's policy. In terms of overcrowding, the theoretical capacity figures appear to be arbitrary (given that it was supplied by the Board of Governors and perhaps the Belgian authorities some years ago). Only Berkendael and Brussels IV will be able to take on new classes, even though Laeken has reached capacity this year. This means in reality for us that we will not have any new classes but we may have forced splits which obviously will require additional classes (however, we will not take on any non-priority enrolments that would split a class).</p> <p>The directors are preparing by the next CEA meeting an assessment on actual capacity and on the impact of overcrowding on the quality of education in their schools. They are considering safety, security and capacity.</p> <p>At the previous meeting there was a long discussion about the FR section numbers and whether restricting enrolment to the FR section or ensuring more pupils go to their proper</p>	<p>The enclosed Joint Statement of all Brussels APEEEs was submitted to the Central Enrolment Authority (CEA) meeting on 22 October.</p> <p> Brussels-Overcrowding_APEEE-CEA-Stat</p> <p>This will be annexed to the document presenting the review of the results of the 2019-2020 Enrolment Policy and the proposed guidelines for</p>	SB AP

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	<p>section could actually lower the number of applications. The FR section accounts for 35% of the population.</p> <p>The threshold of 20 for primary and 26 for secondary remains the same for next year.</p> <p>The Belgian authorities have been made aware of the situation – there is nothing new there.</p> <p>There was an informal survey in Berkendael P5 FR where they asked parents to indicate their preference for their secondary school.</p> <p>The results were 48 Uccle, 8 Woluwe and 14 Ixelles.</p> <p>Finally, there was further discussion about the communication issue and how they can improve it next year. There were 139 «force majeure» cases this year related to applicants who had missed the first enrolment phase; 101 were accepted by us.</p> <p>From the Ixelles parents' association viewpoint, we need to make a decision as to where we stand on this increasingly worrying issue. The CEA should really be looking forward 5 years and be preparing accordingly but it does not appear to be in their mandate, moreover without changing the convention and, for example, not guaranteeing Category 1 pupils etc we are going to face this issue every year.</p>	<p>the 2020-2021 Policy, which will be presented to the Board of Governors in December 2019.</p> <p>As from the week starting on 4 November, the proposed guidelines, amended in line with the comments made at the CEA meeting on 22 October, will be sent to the CEA members for validation.</p>	

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	<p>The Secretary General still believes that we can take 400 enrolments in total.</p> <p>Board members expressed their concerns about the negative impact of the growing school population on daily school life. AP briefed them about the school management's intent to explore all possible ideas for reducing the pressure from possible new Secondary classes. The possible installation of pre-fabricated units could allow vacation of rooms currently used for non-teaching purposes.</p> <p>ACD stressed that several stakeholders are using different languages and no forward planning is currently foreseen for post- 2020-2021. Enrolments of Category I pupils must be allowed, if infrastructure permits. SB mentioned that more rigorous testing for enrolments in the FR section could deflect a few. YS insisted on the introduction of transparent and objective criteria for children of bi-lingual families, who have other options. RA stood also in favour of restrictions on free-riding. He noted the significant negligence of BE authorities failing to provide a suitable long-term solution, which raises a moral issue for new generations. RA and ACD underscored that any legal risks should not be considered valid for those having another choice (who can go to the</p>	T	

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	<p>national system).</p> <p>BE considered the non-acceptance of Arts-Loi site as irrelevant for any future decision and together with YS agreed that discrimination should not be overstressed, when a family genuinely has a choice, as their legitimate expectations are weaker. GG recalled the huge problems in BE high schools and considered the current situation as “beyond the breaking point”.</p> <p>SB admitted it is going to be difficult to put an equal treatment premise into practice. KK highlighted that impact of the overcrowding on education must be substantiated. KK, YS and GG noted that all parents must be informed adequately about the criticality of the situation, including any safety risks.</p> <p>As to the use of pre-fabricated units in EEB3, YS and BE insisted on transparency in their temporary use. This solution should not include teaching rooms and their sole aim should be to restore a normal school environment.</p> <p>BE and SB were tasked by the Board to prepare in writing the Board’s final position on the conditions for using pre-fabricated units.</p>	<p>The draft position is expected to be presented at the next Board meeting.</p>	<p>SB and EB will prepare the draft Board’s position on the temporary use of pre-</p>

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			fabricated units in EEB3.
<b>5. School Management System (SMS)</b>	<p>On the basis of the documents distributed in the last Secondary Education Council meeting on 3 October, the Board exchanged views in relation to the non-harmonised use of SMS by some teachers.</p> <p>YS expressed her disappointment on the lack of transparency in the EN section (“least transparent”). Discrepancies appear both in regard to the content of teaching and the final marks. The assessment criteria in mathematics examinations would be also important to be included.</p> <p>ACD recalled that SMS is still not available for Primary, although data protection forms were made available for collection via the school’s agenda.</p> <p>ES agreed with ACD that parental access to SMS is “half the way” and the status of their access must be defined. She requested to delete all discretionary references in the existing rules (“ ... à la discretion...on discretion”).</p>	<p>RA and YS were tasked to prepare in writing the draft Board’s position as to the necessary future changes to the SMS rules.</p>	<p>KN AP Secondary EC members</p> <p>RA and YS</p>

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<b>6. Approval of the APEEE position on the Joint Understanding between the School, the APEEE and the OIB in relation to the transfer of responsibilities (CA 54/2019 REV1)</b>	This point was proposed to be addressed in a subsequent Board meeting,	A meeting with the School and OIB is planned during next days.  A revised document will be submitted to the Board afterwards.	AP
<b>7. Operational WG news and follow-up</b> <b>a) HORECA (CA 55/2019)</b>	JN briefed the Board about the success of vegetarian dishes among Secondary students. The WG is currently examining all options for reducing plastic waste in the canteen. MAT classes will visit the kitchen for a workshop after the All Saints holiday. The interviews for the selection of the new kitchen chef are planned as from next week and in the first weeks of November. 15 candidates out of 56 applicants are expected to be invited for an interview.  KK referred to the DE section proposals for reducing plastic and in this vein, she suggested the use of reusable containers/packages for MAT pupils' picnic on excursion, the sharing of vegetables in plastic bowls and reusable bottles for water etc.		JN WG Canteen
<b>b) Extracurricular activities (CA 59/2019)</b>	NS proposed some changes to the section regulation.  SB raised some questions about the parallel applications for as many activities as possible (up to 7) as a means for	The amendments will be adopted via a written	NS WG



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c) Transport – Future orientations	<p>guaranteeing a place on the preferred date/slot. ACD explained that in some cases parents fail to cancel the activities which they do not want to enrol for.</p> <p>NS explained that the current system allocates places by activity and randomises for each one by taking on board only one activity of parents per time slot. She promised to check all possibilities for an improved offer of available options in the design of the new BackOffice system.</p> <p>SB insisted on a proper communication of the underlying logic/method to all parents.</p> <p>KK suggested the presentation from WG Transport to be postponed to the next Board meeting.</p>	procedure.	<p>Extracurricular activities</p> <p>FZ</p> <p>WG Transport</p>
8. Statutes and Internal Regulation's review - State of play (CA 38/2019)	<p>AP left the meeting in line with his expressed position not to intervene personally in any internal discussion leading to possible statutory amendments.</p> <p>MSM chaired the discussion in the absence of FZ and requested the opinion of the Board on the two options put forward by the ad hoc WG: that is a statutory GM either on 3/2 to propose a limited revision (article 11) or a couple of months after the ordinary GM to propose a complete</p>	Precise written amendments may be submitted to the next Board meeting.	<p>MSM</p> <p>FZ</p> <p>Ad-hoc WG</p>

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	<p>revision of the statutes. MSM indicated that the alignment with the new Belgian code is not compulsory until January 2024 and that the analysis provided by the lawyers is not satisfactory. The complete revision will require an important work by the Ad hoc WG.</p> <p>After a short discussion, the Board agreed to proceed with a statutory GM on 3/2 to amend Article 11 of the statutes together with other changes and improvements to the text.</p>		
<b>A.O.B.</b>	<p>Considering the legal gap in the APEEE Statutes and the urgent need for business continuity, the Board agreed unanimously with the continuation of NS's mandate as WG Chair for extracurricular activities, although her mandate as MAT representative in the Board will end on the date of the upcoming election. This temporary arrangement will last until the General Meeting of 3 February and the subsequent composition of a new Board.</p>		

**Prochaine réunion du CA prévue le mardi, 19 novembre 2019, à 19 heures**

**Next Board meeting scheduled on Tuesday 19 November 2019, at 7 pm**

**Liste indicative des points / Indicative list of points**

- i. Réunion avec les auditeurs sur la clôture des comptes 2018-9 et le projet du budget 2019-2020 / Meeting with RSM auditors on 2018-9 final accounts and 2019-2020 draft budget
- ii. Proposition de révision des clés de répartition / Proposal amending the APEEE partition keys
- iii. Suivi des recommandations de RSM de 2018 concernant l'audit externe sur les opérations de l'APEEE / Implementation of 2018 RSM recommendations on APEEE operations
- iv. Révision des statuts et du règlement intérieur de l'APEEE – État des lieux – Amendements / APEEE Statutes and Internal Regulation's review - state of play – amendments