



**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS ASSOCIATION
MEETING OF 8 FEBRUARY 2018**

**Document Number
CA 6/2018**

MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD

Meeting started at 7 pm at the European School Brussels III, Teachers canteen, chaired by the outgoing APEEE Board President, Mr Anastassios Papadopoulos.

Members of the Administrative Board: 23 (1 EN section rep from Primary and 1 DE section rep from Primary remain still to be confirmed)

(Useful reminder: 12 members were appointed by their sections in the 2017/2018 school year, 1 MAT representative was elected by all MAT class representatives in September 2017, 5 were elected at the 2017 General Meeting and finally 5 were elected at the 2018 GM on 22 January):

Ronald ALBERS (RA)	Georgios GEORGIANNAKIS (GG)	Jakub NICE (JN)
Geraldine BARRY (GB)	Tomas HRUBY (TH)	Koen NOMDEN (KN)
Hayet BENABDERRAHMANE (HB)	Kveta JANOUSKOVA (KJ)	Anastassios PAPADOPOULOS (AP)
Agnès BOUCHERON (AB)	Ioannis KROUSTALIS (IK)	Gerard PAYNE (GP)
Katia DE SOUSA DIHO (KDSD)	Kamila KAUKIEL (KK)	Maria SAURA MORENO (MSM)
Komninos DIAMANTARAS (KD)	Rosita LAKE (RL)	Jo TURNER (JT)
Barbara EGGERS (BE)	Elena MARTÍN ALONSO (EM)	Fani ZARIFOPOULOU (FZ)
Catherine FENECH (CF)	Dirk MEERT (DM)	

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

Invited persons: Petr BREZINA (PB), Marie DELACROIX (MD) - Observer: Ornella DI PERRI (OdP)

Agenda point	Discussion/Conclusion	Follow-up	Responsibility
1. Approval of the draft agenda	The draft agenda (CA 2/2018) was approved.		
2. Board's new composition and setting up of working groups	AP presented a new organization chart of APEEE as a "food for thought" for the discussion in the Board. It was proposed to better streamline the educational APEEE role by reducing to two (2) all pre-existing WGs. This will result in just one (1) WG for the Primary/Nursery level and another one (1) for the Secondary. To increase efficiency and internal co-ordination these WGs will deal with all educational matters within their scope, including school trips, well-being at school and the implementation of the school plan on psycho-social risks, while they will act as the main co-ordination bodies in preparation for the School Educational Council meetings.	Organizational chart with names of the responsible persons will be published on the APEEE website The remaining Board posts (secretary), the full EXCO and EAC compositions and other elections will be decided at the next Board meeting.	AP, OdP

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	<p>At its first meeting following the General Meeting on 22 January 2018, the Board expressed its broad support for a simpler structure involving less and more effective WGs. On this basis, it decided unanimously (with the exception of the "shadow treasurers", where a vote was held) on the following position holders:</p> <p>President – Anastassios PAPADOPOULOS</p> <p>VP Educational Issues – Koen NOMDEN</p> <p>Chair of the Primary/Nursery WG – Elena MARTÍN ALONSO</p> <p>Chair of the Secondary WG – Barbara EGGERS</p> <p>VP Communication – Catherine FENECH Communication WG – CF, GB, RL</p> <p>VP Administration – Maria SAURA MORENO</p>		

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	<p>Treasurer – Komninos DIAMANTARAS - his APEEE mandate (class representative until termination of studies) ends next July.</p> <p>Against this background, the Board decided that he will continue his term until the last day of the current budgetary exercise (31 August 2018), while a “shadow treasurer” will follow closely his activities during coming months. The Board elected by majority (15, against 5 and 1 abstention) Gerard PAYNE as shadow treasurer and, as his deputy, Ioannis KROUSTALIS. Both "shadows" will take up their official functions as of September 2018. The Board will decide on the division of their tasks at a later stage.</p> <p>Finally, it was agreed to move the position of Treasurer from under the jurisdiction of VP Administration to directly under President along side other VP's.</p> <p>Chair of the Internal Controls WG – Ronald ALBERS</p> <p>Internal Controls WG – RA, IK, TH, KD</p>		

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	<p>Person responsible for Canteen – Maria SAURA MORENO Canteen WG – MSM, JN, TH</p> <p>As regards the accumulation of functions of MSM (VP Administration and Board member in charge of the canteen), the Board decided that in the case of a potential conflict of interest in canteen matters, she will abstain from the decision-making process and the lead will be taken over by the President.</p> <p>Person responsible for transport– Fani ZARIFOPOULOU Transport WG – FZ, KK, JN</p> <p>Person responsible for extra-curricular activities – Rosita LAKE Extra-curricular WG – RL, GG, AP</p> <p>Person responsible for ICT – Giorgos GEORGIANNAKIS ICT WG– GG, JN, DM</p>		

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	<p>Representatives in school bodies:</p> <p>SAC – AP, KN, two representatives will be nominated by the two WGs for educational matters</p> <p>Representative in the Central Enrolment Authority – Jo TURNER, a back-up is still needed</p> <p>Representative in Interparents – George SPYROU and Ronald ALBERS (acting as deputy, also in charge of educational support issues).</p>		
<p>3. Presentation and exchange of views on the RSM recommendations with regard to the internal control procedures</p>	<p>MD from the company RSM presented the documents describing the APEEE internal procedures in all operational areas (current state of play - description of the internal workflow), as well as 26 recommendations on how to improve them and deal with high risk areas.</p> <p>KD stressed that it is first time that APEEE has contemplated its operational procedures in a written form. This work is an important tool of internal control measurement and is complementing the job</p>	<p>VP Administration shall present in the March Board meeting on the way RSM recommendations will be implemented (the possibility of entrusting the responsibility to a Board member could be envisaged, if necessary).</p>	<p>MSM</p> <p>OdP and MSM</p>

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	<p>descriptions and other improvements consolidated in the last two years. These procedures will be evolving over time and therefore any documents must be up-to-date. Where necessary, sector managers and the Board members are invited to consider any modifications to the internal procedures, in the light of the RSM recommendations and in order to make them more efficient, to cover high risk areas, etc.</p> <p>Keeping this mind, there is no time for complacency and all RSM recommendations must be implemented as quickly and widely as possible.</p> <p>All future changes of the internal procedures need to be approved by the Board. It is also a collective responsibility of the Board to carry out regular checks and ensure compliance.</p> <p>MD recalled that the written procedures were discussed with the staff and the APEEE Board members responsible for the particular sectors, etc. All their comments were taken on board.</p> <p>Sector managers will be responsible for the daily quality controls in the light of the procedures.</p>		

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	<p>MD advised that she will fix appointments with all sector heads with a view to presenting them with the recommendations.</p> <p>In conclusion, the Board approved by a very large majority (all in favour with one abstention) the outcome of the RSM audit in respect of both:</p> <p>a) the existing APEEE internal procedures (subject to a subsequent review, where appropriate) and</p> <p>b) the recommendations set out in the RSM report as a necessary step for improvement.</p> <p>The Board decided that the person responsible for the horizontal co-ordination in the implementation of RSM recommendations will be the VP Administration.</p>	<p>Following the adoption of the existing procedures / recommendations, Board members in charge of individual sectors must ensure that all procedures will be respected by APEEE staff under their responsibility.</p>	
<p>4. APEEE Human Resources Policy Code</p>	<p>AP advised that this point needs to be postponed for the Board meeting in March, as further consultations with Partena Professional regarding staff bonus and the new salary scale are necessary.</p>		

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<p>5. Exchange of views on the Ad-hoc WG recommendations concerning the long-term management of APEEE financial assets - follow-up to the General Meeting of 22 January 2018</p>	<p>PB presented the preliminary outcomes of the work of the Ad-hoc WG on APEEE financial assets. The objectives of the WG are:</p> <ul style="list-style-type: none"> • To safeguard the current financial assets of APEEE • To set the rules and procedure how to build our reserves and disburse the annual revenues • To set the rules for the use of accumulated profits from the previous years <p>The Ad-hoc WG will present its proposals as a basis for an exchange of views at the March Board meeting. The final objective is to approve its recommendations in April.</p> <p>RA requested that we need to be careful with the investments; it must be on real needs and after a thorough analysis of costs and benefits. Diversification of country risks, as regards the safeguard of the current financial assets would be also appreciated.</p> <p>BE supported the idea to follow the prudent approach and retain the reserves with the necessary buffer.</p>	<p>Document analysing all investment possibilities (advantages and disadvantages) will be sent to the Board members in view of the next meeting.</p>	<p>KD, PB</p>

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	<p>RL expressed interest in obtaining information about other investment options, including for staff needs, which are to be considered by the WG.</p> <p>The Board accepted that PB remains as a member of the Ad-hoc WG on APEEE financial assets.</p>		
<p>6. Approval of the offer for new furniture in staff offices</p>	<p>OdP presented the need to purchase new APEEE furniture for all staff (General Affairs, Canteen, Extra-curricular and Transport). The furniture used until now dates back 20 years and it does not conform with ergonomic standards.</p> <p>The following 3 bids have been compared:</p> <p>Bedimo – 18,016.90 EUR EOL – 32,841.82 EUR Wooh – 18,659.41 EUR</p> <p>OdP explained that the Wooh bid is recommended for approval due to the fact that the company offered two chairs for free and offered the possibility of adjusting the dimensions of furniture to our needs.</p> <p>KD advised that 10k EUR is already in the APEEE budget for 2017/18.</p>		

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	<p>The Board accepted the offer of from Wooh (18,659.41 EUR) and agreed to its full budgetary execution during this financial year albeit it was beyond the initial provisions of 10k EUR.</p>		
<p>AOB</p>	<p>The Board members took into account the schedule of the Board meeting for 2018 (6/3, 24/4, 22/5, 19/6, 18/9, 23/10, 20/11 and 20/12)</p> <p>AP requested that for next Board meeting all sectors will present 2018 priorities which will be discussed with other Board members.</p> <p>He informed the Board about the ongoing OIB efforts to accommodate all enrolment applications for its nurseries for September 2018. Two more spaces in Ixelles might be necessary. Discussions with the school concerning parents' access arrangements at the end of the service are expected to be concluded by May 2018.</p>	<p>Draft list of priorities in 2018 for each sector to be presented at the next Board meeting.</p>	<p>MSM, FZ, RL, CF, GG</p>



Next Board meeting is scheduled for Tuesday 6 March 2018 at 7 pm

Indicative list of issues to be addressed:

1. Board's new composition (remaining positions, Board and EXCO secretary - setting up of EXCO, EAC and of WGs - Other positions (CEA back-up, two SAC representatives)
2. 2018 priorities for each sector (canteen, transport, extra-curricular, communication and ICT)
3. Initial discussion on educational issues (timely recruitment of teachers, security level at school etc.)
4. Organization of Springfest 2018
5. APEEE assets management - WG proposals - exchange of views
6. Follow-up of General Meeting motions (January 2018)
7. Approval of the APEEE Human Resources Policy Code