

ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III

ASSOCIATION DES PARENTS - PARENTS ASSOCIATION

MEETING OF 19 NOVEMBER 2019

Document Number

CA 61/2019

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)

Agnès BOUCHERON (AB)

Sarah BUCKLEY (SB)

Adán CASTILLO DÍAZ (ACD)

Carlo CHEMALY (CC)

Barbara EGGERS (BE)

Catherine FENECH (CF)

Georgios GEORGIANNAKIS (GG)

Doris GRANDENEGGER (DG)

Viola GRAS (VG)

Tomas HRUBY (TH)

Květa JANOUŠKOVÁ (KJ)

Kamila KAUKIEL (KK)

Rosita LAKE (RL)

Elena MARTÍN ALONSO (EMA)

Koen NOMDEN (KN)

Anastassios PAPADOPOULOS (AP)

Gerard PAYNE (GP)

María SAURA MORENO (MSM)

Jakub NICE (JN)

Yvonne STAUSBOLL (YS)

Eleanna STERGIOULI (ES)

Nicole STYLIANIDOU (NS)

Fani ZARIFOPOULOU (FZ)

Extraordinary participation: Mr Benoit GORET (BG), ARITHMOS company, external accountant, Mr Jean-François NOBELS (JFN), RSM.

Agenda point	Discussion/conclusion	Follow-up	Responsibility
Approval of the draft agenda	The draft agenda CA 60/2019 REV 3 was approved. AP welcomed the new MAT representative (VG) and the new DE representative from Primary (DG).		AP
1. Confirmation of Gerard Payne as temporary VP Administration – election of new section representatives to the Board	<p>GP was confirmed by a unanimous decision of the Board as temporary replacement of the resigned MSM in the post of VP Administration. He will act in this capacity until election of the new Board members at the February 2020 General Meeting. AP informed the Board about the election of the new section representatives, namely:</p> <ul style="list-style-type: none"> - DE section (BE as Secondary representative and DG as Primary representative) - EL section (GG as Secondary representative and ES as Primary representative) - EN section (YS as Secondary representative and SB as Primary representative) - ES section (EMA as Secondary representative and ACD as Primary representative). <p>The elections in the CZ, FR and NL sections have not yet taken place.</p>		AP OdP

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2. Meeting with the auditors (RSM) on the preparation of the financial report for the General Meeting (CA 62/2019)	<p>JFN outlined the key preliminary findings on the closed 2018/9 accounts and the draft budget 2019/2020. These are set out in the confidential presentation (limited circulation to the Board members only) numbered CA 62/2019.</p> <p>As no time was given before the Board meeting for GP, AP and OdP to comment earlier on some inaccurate assumptions and to come back to RSM with factual contradictory evidence, the discussion will be concluded at the next Board meeting.</p> <p>GP expressed his request for an earlier involvement of the Treasurer in the preparatory process of the audit and the setting up of an opportunity to question the report before the release of any report for next year exercise. Useful and solid recommendations will be taken on board, as appropriate.</p>	APEEE observations on the preliminary findings will be submitted to RSM in writing prior to the next Board meeting.	GP AP OdP
3. New proposals for partition keys and the composition of the General Affairs accounts to be applied for in the 2019-2020 draft budget (CA 63/2019)	The Board listened to the arguments justifying the introduction of new partition keys as from the new 2019/2020 draft budget. The new proposal seeks to re-distribute any remaining "profit" of the annual family fees to all sections (following the methodology used by the APEEE in EEB4) and involve Springfest (by 1%) and student (by 2%) accounts in the overall distribution of overhead administrative costs.	TH was tasked with preparing an analytical document based on and amending CA 8/2017 for the next Board meeting.	TH GP

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4. Financial results of 2019 Springfest (CA 64/2019)	GP presented the - almost final - figures got Springfest (SF) 2019, including the preliminary amount for distribution to school internal, pupil activities and parental proposals (priority b) of the 2016 SF Convention). GP referred to the lack of school projects, especially in Nursery/Primary, which could profit from SF proceeds. Projects included in previous results (e.g. tablets in Nursery) were financed in the end by the school. Board members were invited to submit in writing by the end of November any proposal for donations to projects of priority b) (for example, bike stands, training on use of media, hoodies for school project management Committee members) or to charities (priority c)). The updated table, following its adoption by the SF Financial Committee, will be presented to the Board on 10 December 2019. The operating reserve of 30K EUR will be maintained in the final accounts with a view to pre-payments for following year activities.	A SF Financial Committee meeting is expected to take place by the end of November. This will decide also on the final results including the donations for all priority areas in 2019-2020. The final results will be adopted either on 10 December or via written procedure.	GP SF Financial Committee
5. State of implementation of the RSM recommendations from 2018 internal audit	The item was not addressed during the meeting, as there was nothing new to be reported.	A discussion will be scheduled at a future Board meeting before or after the General Meeting. The next external audit of all APEEE operations is set for autumn 2020.	TH

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6. Monthly report from the Human Resources and Operations Manager – HR issues (publication of the post in the extra-curricular activities section, prolongation of the temporary contract of the Communication Assistant) – Proposal for a step-increase for staff in the salary grid for APEEE staff (CA 65/2019)	<p>AP read out the speaking points prepared by OdP, as she was not present in the meeting.</p> <p>Absences on sickness of two staff members in extra-curricular services and in HORECA were prolonged. Contingency measures have been taken to address any shortcomings in the short run.</p> <p>The vacancy of the assistant post in the extra-curricular section will be published in January/February. Until then, the Board has decided to extend the contract of the current assistant by three more months (until end of February 2020). The selection of the new canteen chef was concluded, and the final candidate will have a final (confirmatory) interview with the Selection Committee on 20 November.</p> <p>The Board agreed also by a unanimous decision on the signature of a part-time contract (20 h/week) of the Communication Assistant, whose performance was considered broadly as very satisfactory. Her tasks will involve, <i>inter-alia</i>, horizontal assistance for a more co-ordinated approach and coherent language in the communication across sections, including educational updates, the editing and critical review of the new website pages and finally their preparation for launching them in dual language (EN/FR) form in January 2020.</p>	<p>A follow-up discussion on all HR issues will be held in the December 2019 meeting.</p> <p>These will include some adjustments (introduction of new steps at the end of the salary grid and consideration of the duration on the same step) to the APEEE salary grid as a result of the adoption of CA 65/2019.</p>	<p>OdP GP AP</p>

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	<p>The Communication Assistant will continue to be in charge of preparing the weekly newsletter and acting as the focal point for all section publications (that is, content-related ones, as the IT manager will continue being in charge of IT “systemic issues”) on a regular basis. In the long run, the Communication Assistant could establish principles for the APEEE external communication making it relevant, appropriate and user-friendly.</p> <p>FZ raised the question about the missing part of the IT Assistant (BackOffice support and continuity) function. AP and GP replied that the transfer of one employee from HORECA to General Affairs sought to provide partly for this need. A presentation of current HR structure and any remaining staffing needs will be presented to the next General Meeting on 3 February 2020.</p> <p>CA 65/2019 was adopted by the Board (all members agreed with one abstention). All APEEE staff already in service on 1 September 2018 will be acknowledged for their extraordinary performance and be upgraded by one step with entry into force on 1 December 2019. Their seniority in the current (old) step will be taken into account for the seniority in the new step. The respective budgetary provisions have been introduced in the draft budget 2019/2020.</p>		

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7. Preparation of the School Advisory Council (SAC) of 25 November 2019 documents de l'Ecole / school documents)	The Board was briefed about the agenda items for the SAC meeting on 25 November, where the discussions will focus on the examination of the annual and multi-annual school plans. The APEEE has also proposed a few other points, namely the completion of the list of school projects in 2019/2020, the applicable data protection guidelines, amendments to the SMS rules (see below point 8), the use of space, the future access policy and the progress made within the school in terms of the implementation of the New Marking System in Secondary. The state of play of the enrolment guidelines could also be addressed, although they have been already finalised by the Central Enrolment Authority.		AP KN ES
8. School Management System (SMS) (CA 66/2019)	The Board adopted unanimously the amendments to the school rules for SMS set out in CA 66/2019. The purpose of the proposed amendments was to restrict the discretion of teachers to publish (or not) planned long tests and the test notes. RA proposed to include in the Board decision a sentence enabling Primary teachers to use the calendar option in SMS on a voluntary basis.	The agreed Board position will be proposed for adoption in the next SAC meeting on 25 November 2019. The School management has reserved its position in that meeting.	AP KN
9. Approval of the APEEE position on	<u>As the meeting between the school management and the OIB</u>	<u>The final technical</u>	AP

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the Joint Understanding between the School, the APEEE and the OIB in relation to the transfer of responsibilities (poss.) (CA 4/2019 REV2)	was postponed, this item was not addressed in the last meeting.	meeting of the three stakeholders took place on 27 November. The text will be submitted for adoption either via a written procedure or in the next Board meeting.	
10. Operational WG news and follow-up – outcome of WG meetings: a) IT WG (CA 67/2019) - Site	<p>Section heads informed the Board about latest developments in their areas based on the WG minutes where available (CA 67/2019). Presentations in the Board followed in this order:</p> <p>a) YS outlined the final steps in consolidating a new website portal, structure (with different layers of access to documents on a “need-to-know” basis) and content in close co-operation with the IT manager and the Communication Assistant. The timeline for its launch is January 2020. It is likely that the EN version will be launched a few days ahead. All costs for the external translation in both working languages will be borne by the General Affairs. Board members were reminded to send any missing information concerning themselves (photographs, roles and titles etc.).</p> <p>YS referred also to the complementarity of information</p>	<p>The regular discussion in all sections is planned again for the next Board meeting.</p> <p>A clear plan for the launch of the new APEEE website will be presented in the next Board meeting.</p> <p>Further to the APEEE mail to the School Director sent after the Board meeting, it was stated “La</p>	<p>GP</p> <p>YS / CF</p>

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<p>b) HORECA – Approval of the costs of the feasibility study for the canteen (CA 68/2019)</p>	<p>available on the website and distributed via the weekly newsletters. She drew attention to the discontinuation of “La Gazette” and promised to prepare a letter to the School Director asking her to review this decision, as “La Gazette” was filling the communication gap between all stakeholders in the school community.</p> <p>b) Much work is ongoing in HORECA, as the architect (Ms Eva Betavatzi) has delivered her first plans for the re-arrangements in the canteen. A meeting with the school management and the Health and Safety Officer is planned on 25 November. It is likely that an indicative cost estimate could be presented in the next Board meeting. The main technical work is scheduled for during summer school holidays and up until September 2020. A second phase of the renovation project is likely to be organised in autumn next year, if the prior feasibility study proves that the upper floor space under a cover could be also arranged for use throughout the school year. The whole project is planned to be financed to a large extent by the APEEE reserves. The Belgian Buildings Authority (Régie des bâtiments) will be contacted for a prior consultation to confirm their agreement.</p>	<p>Gazette was to be replaced by a more all-inclusive and comprehensive school magazine (BEE3), whose restructuring under student responsibility is underway.</p>	<p>JN</p>

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<p>c) Extra-curricular activities</p>	<p>In another field, a specialist (Mr Vincent Sechehay, ERM Project SPRL) with a noteworthy experience and references in large restructuring/refurbishment projects (in EESC and elsewhere) was engaged for a feasibility study with a view to analysing all parameters (new service flows together with use of space and equipment etc.) for the introduction of the self-service in the canteen as from the school year 2021-2022. New plans need to be prepared by him, as our archives in school have proved themselves to be poor. The estimated number of working hours could exceed twenty (20).</p> <p>A few Board members raised questions about the kind of internal meetings held in HORECA. GP suggested that staff is included in all internal consultations.</p> <p>ACD raised the question concerning menus for pupils with allergies and intolerances, which WG members had already declined in the past, as an affordable solution is not easy to find.</p> <p>c) The extra-curricular activities sector is continuing the internal exchanges with a view to improving the system of automatic allocation of places and changes of preferences in the enrolments for the next school year. Board members who have expressed concerns in</p>		<p>NS</p>

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<p>d) Amendments to Transport Regulation (CA 69/2019) – Update on last developments (CA 67/2019)</p>	<p>the past (SB, YS, ACD) were invited by NS to provide their ideas for the configuration of the BackOffice.</p> <p>d) The proposed amendments to the Transport Regulation (CA 69/2019) were adopted unanimously by the Board. Their purpose is to align a number of provisions (for example, late payments, reimbursement and use of the APEEE Social Fund) with the corresponding ones in other APEEE sections as well as to introduce provisions related to the use of mini-buses, the respect of a prior notice for any change of the bus line or stop, the prohibition of private arrangements, the consequences of occasional changes in daily routes and finally, the clear reference to GDPR rules in view of the introduction of tablets in the first months of 2020. The entry into force of the text is foreseen together with the effective use of tablets in early 2020. JN and ACD raised questions about the use of sanctions/penalties and the presence of monitors in the mini-buses, respectively.</p>		FZ
<p>11. Statutes and Internal Regulation reviews - state of play (CA 38/2019, CA 70/2019)</p>	<p>FZ presented the Ad-hoc WG (KN, YS, NS, MSM, ACD and FZ) recommendations for undertaking the review of the statutory provisions in two phases:</p> <p>a) The first will be presented for decision in the upcoming General Meeting; it concerns basically the removal of absolute time-limits to the terms of Board members</p>	<p>The proposal of the Board for amendments to the current Statutes will be presented to the General Meeting on 3 February 2020.</p>	<p>FZ Ad-hoc WG</p>

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	<p>and of the President, in order to avoid losing expertise (GP) and to ensure long-term business continuity;</p> <p>b) The second phase will require a longer horizon beyond the next ordinary General Meeting, as it could envisage a thorough assessment and compliance of the APEEE statutory and internal rules with the new legislative framework in place for the international non-profit associations in Belgium. 67 provisions were already earmarked for review by a forthcoming ordinary or extraordinary General Meeting within the deadline set by the Belgian law.</p> <p>Some Board members (ACD, KN, YS and RA) supported the need for an honest, clear and transparent explanation for the rationale for the first amendments to be given to all constituents (namely, the need to maintain flexibility and continuity while the participation rate of parents taking part in representation tasks is dropping). Board members should engage in advance with their section representatives to express the Board's concerns, they added.</p>	Any further statutory changes will be analysed within the legal deadline set by the new Belgian Code of Associations.	
<p>A.O.B.</p> <p>- Work Experience in S5</p>	<p>RA expressed his doubts about the compulsory character of 2020 WEX and noted the delay in the communication of the information session, which was initially scheduled for 21 November. This had to be postponed to 28 November thanks</p>		AP

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<ul style="list-style-type: none"> Deadline for the submission of contributions to the Annual General Report 	<p>to APEEE's timely intervention. A prior period of one week should be respected in all similar occasions, in order to allow parents to plan their presence well in advance.</p> <p>AP urged Board members in charge of APEEE areas or activities to submit their contributions for the APEEE General Report by 10 December 2019, in order to ensure the timely translation of all texts in both APEEE working languages (EN/FR).</p>	<p>A reminder to respect the indicated deadline was sent to all Board members on 1 December.</p>	<p>Board members in charge of major tasks / roles</p>

Prochaine réunion du CA prévue le mardi, 10 décembre 2019 à 19 heures

Next Board meeting scheduled on Tuesday 19 December 2019 at 7 pm

Liste indicative des points / Indicative list of points

- i. Réunion finale avec les auditeurs sur la clôture des comptes 2018-9 et le projet du budget 2019-2020 / final meeting with RSM auditors on 2018-9 final accounts and 2019-2020 draft budget
- ii. Préparation de l'assemblée générale du 3 février 2020 / preparation of the General Meeting on 3 February 2020
 - a. Révision des statuts / statutes review
 - b. Finalisation du rapport annuel 2019 / finalisation of the 2019 Annual Report
 - c. Approbation du rapport financier 2019, y compris sur les futures politiques d'investissements / approval of the 2019 Financial Report, including on future investment and spending policies
 - d. Projet des résolutions / Draft motions
- iii. Nomination des coordinateurs Springfest 2020 / appointment of 2020 Springfest co-ordinators
- iv. Nouvelles des secteurs / section updates
 - a. Transport – Présentation du système des tablettes / presentation of tablet system
 - b. Activités périscolaires / extra-curricular activities
 - c. HORECA – Plans de rénovations / HORECA renovation plans
 - d. Site web / website
- v. RH – Etat du personnel / HR – staff situation