

ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS ASSOCIATION
MEETING OF 10 DECEMBER 2019

Document Number
CA 73/2019

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)

Agnès BOUCHERON (AB)

Sarah BUCKLEY (SB)

Adán CASTILLO DÍAZ (ACD)

Carlo CEMALY (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: Ornella DI PERRI (OdP), Benoit GORET (BG, APEEE external accountant) and Mr Mathieu NOËL (MN), RSM.

Agenda point	Discussion/conclusion	Follow-up	Responsibility
Approval of the draft agenda	The revised draft agenda CA 72/2019 REV 2 was approved.		
1) Meeting with the auditors (RSM) in view of the preparation of the financial report for the General Meeting (CA 62/2019 REV1)	<p>The RSM document was not delivered by e-mail, as it was received a few hours before the meeting. The updated final document will be circulated to members for approval in the near future.</p> <p>MN presented the updated recommendations following the discussions in the previous Board meeting and the comments provided by APEEE. Several of the initial draft observations had been clarified in the meantime and were dropped by the RSM. No significant observations or differences on the accounts have been identified. For several recommendations (for example, division of duties in payments), actions are already foreseen (for example, new post of the Financial Assistant planned for approval at the next General Meeting).</p> <p>Two accounting issues remain to be adjusted by BG after the meeting. These relate to Springfest account adjustments (on Page 33 of the closing remarks) transferring the amount of donations and of any remaining amount for future use to</p>	<p>A new revised version of the RSM closing remarks on the 2018/9 APEEE accounts is expected to be sent for Treasurer's final comments in the week beginning 9 December. The Board will receive the revised version of the RSM "closing remarks" once the Treasurer delivers his final comments on CA 62/2019 REV2.</p> <p>The "closing remarks" (PPT) and the analytical report entitled "Mission des procédures</p>	<p>GP</p> <p>AP</p> <p>OdP</p>

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	specific budget lines.	convenues relatives aux informations financières- Mission of agreed procedures for financial reporting” are internal board documents, while an official document of RSM based upon the convention with APEEE following the “procedure agreed upon” for auditing will be made available in time for the General Meeting.	
2) Proposal for the review of the partition keys and the composition of the General Affairs accounts to be applied from 2019-2020 draft budget – approval of the 2019-2020 draft budget by the Board (pending the meeting with the	<p>BG presented the final accounts for the school year 2018/19 and the budget for the school year 2019/20. A few final readjustments are necessary, namely in relation to Springfest.</p> <p>On 11 December will be held a meeting with the PMO as regards the re-imbursement of excessive payment made by the PMO to the transport section. Therefore, the final</p>	The meeting with the PMO was held on 11 December 2019. APEEE will request the application of an additional 2% margin, which should be	<p>BG</p> <p>GP</p> <p>AP</p> <p>OdP</p>

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PMO on 11 December 2019) (CA 74/2019, 75/2019, 51/2019 REV 3, 63/2019, 8/2017)	<p>approval of the above-mentioned documents will be carried out using a written procedure.</p> <p>The modification of the partition keys was proposed based on the average of the five previous budgetary periods for the following reasons:</p> <ul style="list-style-type: none"> • Since the budget year 2015/2016 the number of sections increased for transparency reasons by including Springfest and Student accounts • The General Affairs section is removed from the list of sections to which the partition keys will be applied. We got inspired by the APEEE of Brussels IV, in which the General Affairs section is always in zero balance. It means that all revenues of this section (that is, annual fees) are used to cover the costs of this section. And only remaining costs are then distributed between the sections based on partition keys. 	deducted from the reimbursement claimed by the PMO of 200k EUR for the accounting difference in relation to the transport allowance for children of Commission officials for years 2014-2018.	

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	<p>The proposed new partition keys are:</p> <table><tr><td>Canteen</td><td>33%</td></tr><tr><td>Transport</td><td>53%</td></tr><tr><td>Extra-curricular</td><td>11%</td></tr><tr><td>Springfest</td><td>1%</td></tr><tr><td>Students projects</td><td>2%</td></tr></table> <p>The proposed modification of the partition keys shall be applied for the 2019/20 budget year. This proposal would lead to a fairer distribution of the General Affairs costs between all activities carried out by APEEE and also to an improved reporting of the annual financial results (no profit or loss in the General Affairs section). However, the estimated impact is not very large and the operation will, of course, be neutral with respect to the overall accounting result of APEEE.</p> <p>It is proposed that the partition keys are revised after three years (that is, in 2022). The Board approved unanimously the new partition keys, thus repealing its previous decision CA</p>	Canteen	33%	Transport	53%	Extra-curricular	11%	Springfest	1%	Students projects	2%		
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	8/2017. The Board approved also the 2018/19 financial accounts and the 2019/20 budget. The updated figures after the most recent re-adjustments will be shared with the Board members as soon as possible.		
3) Financial results of 2019 Springfest – approval of 2020 SF co-ordinators (CA 64/2019 REV1)	<p>GP presented the financial results of Springfest 2019, which included the envisaged distribution of financial proceeds. A few changes will be included in a new version which will be circulated to all parents as soon as possible.</p> <p>Eurovillage co-ordinators for the event on 8 May 2020 have been confirmed, while Primary games co-ordinator and Ecomanagement co-ordinator are likely to be identified among volunteers who have served in previous years.</p>	A call for expression of interest for the appointment of the new SF co-ordinator in replacement for Martine Steenhouwer will be published either on 17 December 2019 or on 7 January 2020.	GP OdP
4) Results of the EEB3 Financial Committee of 9 December 2019 (CA 79/2019)	<p>During the meeting the following investment ideas were presented by the school management for further discussion with APEEE:</p> <p>a) The development of a large and unused space under Building C for various uses, such as examination halls, arrangement of storage facilities and other options. An architect will be hired by the school to determine what</p>	The discussions on all projects with the school and external service providers will continue in the coming months. It is clear that APEEE investment policy will be linked to	

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	<p>options would be available, once and if this part would become accessible. Any change in use would require the involvement of <i>Régie de Bâtiments – Building Authorities</i> and additional construction works ensuring easy access. Costs are to be determined later on the basis of the architect's study.</p> <p>b) Renovation and development of the canteen and cafeteria – in progress, see point 6b</p> <p>c) Canopies for school primary playgrounds and outdoor spaces – approximate costs of 32k</p> <p>d) Outdoor seating and bike parking – approx. costs 20k</p> <p>e) Renovation and development of the school theatre – approximate costs of 50k</p> <p>The Board agreed to provide interim financial support to projects c) and d). Their costs are to be potentially funded by APEEE (52k EUR) subject to further discussion with the school on project b). These two projects should be implemented by the school; however, APEEE should ensure monitoring of the</p>	<p>the long-term school plan for the buildings.</p>	

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	progress and, at least, some partial control of the selected solutions and contractors.		
5) Monthly report from the Human Resources and Operations Manager – HR issues (publication of the post in the extra-curricular activities section, new canteen chef, possible replacement of one staff member in the canteen) – proposal for amending the structure of the salary grid for APEEE staff (CA 76/2019)	<p>The new chef (Mr Yanis Berrada Lamine) was hired for the kitchen since 1 December 2019.</p> <p>The publication of the new post for the extra-curricular section took place already – interviews are to be held between January and February 2020, while the start date is envisaged for 1 March 2020.</p> <p>Modification of the salary grid (CA 76/2019) has been approved unanimously thus adding three more levels at the end of the salary grid for APEEE employees. This modification was required to ensure the implementation of the decision of the Board from November 2019, which increased by one level the pay status of all staff employed in APEEE since 1 September 2018 (“recognition bonus” set out in CA 65/2019). TH and ACD asked for an explanatory note to be attached to the approved Board decision.</p>	<p>The new post of assistant in the extra-curricular section will be presented for approval at the General Meeting, in order for it to become a permanent role. This aims to provide quality control and better planning while evolving, where necessary, to a back-up function in the event of a long-term justified absence of other staff members in the section.</p>	<p>OdP GP AP</p>

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6) Operational WG news and follow-up – outcome of WG meetings			
a) Website	<p>YS provided information on the progress and current state of play as regards the new APEEE website. The target date for the website to be running was already in January 2020 (before the General Meeting). The new APEEE logo will be used for the website (and for all APEEE documents). The website will be linked to the back-office system for access to documents and this needs to be tested prior to launch. Moreover, a possible interim solution of hosting the new website on another platform would not be recommended.</p> <p>For this reason, some more time is needed in order to guarantee the proper functioning of the documents section when launched.</p> <p>YS reserved her position as to the precise date for launching the new website. The recent involvement of the Communication Assistant provided a “fresh eye” to the process and had resulted in the introduction of some modifications which are being implemented and will improve the user experience. GG suggested that the website should be launched on a “big event” and ideally on the occasion of the General Meeting. He proposed that the requirement for</p>	Testing of the new back-office functionalities in the transport and canteen sectors has been confirmed for January 2020.	<p>YS</p> <p>GP – IT WG</p> <p>IT manager</p> <p>Communication Assistant</p> <p>WG Transport - Canteen</p> <p>OdP</p>

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	<p>the full connection to the back-office should be fully assessed and whether we can limit the access to the back-office only to the minimum.</p> <p>After discussion, YS confirmed that at minimum the website could be presented at the General Meeting. If all testing has been successfully completed by this stage the website's launch on this occasion could be considered. If not, it will be presented to the members at the meeting and the expected launch date will be announced (to be planned shortly after the meeting).</p> <p>The question about the current state of play of the preparedness of the back-office system has been raised. Several Board members offered to do testing of the back-office system. The meeting of the IT WG should be organised at the beginning of January 2020. Testing will be focusing on the available parts (Transport and Canteen).</p>		
b) State of play of the feasibility studies regarding the future arrangements in the canteen and the cafeteria (CA 77/2019,	NS provided information to the Board regarding the architect's study for the cafeteria (approximate costs of 140k – without VAT). Costs of the architect are not included and construction during the 2020 summer holidays could	The meeting with the architect took place on 12 December. A meeting with the	JN NS WG Canteen AP

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<p>78/2019 ADD 1)</p>	<p>increase the price. RA stated that the price could easily go up to 170-180k EUR.</p> <p>Two issues are still to be clarified with the architect and with the school, in particular, as regards Phase II (Terrace) in 2021 and the possible means for co-financing of the projects.</p> <p>The detailed study of works in the cafeteria should be prepared by the architect in January/February with a view to launching a tender in March. According to the architect, it is possible to have a new cafeteria on the ground floor by October 2020.</p> <p>It is to be noted that none of the Board members questioned the followed negotiated tendering procedure, as regards the architects' mission. The written procedure for the approval of the total costs will be launched after an agreement in the WG canteen next week (16 December) has been reached.</p> <p>As regards the feasibility study for self-service in the canteen (the earliest horizon for implementation is summer 2021), the contract for the feasibility study has been signed and the final report should be delivered at the beginning of February (before the General Meeting).</p>	<p>school will be requested in the last week before Christmas holidays.</p> <p>Written procedure No 19/2019 was launched on Wednesday, 18 December and the deadline for reaction was set for Monday, 6 January 2020, at 12 hrs (cob).</p>	

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c) Extra-curricular activities	Information will be provided at the next Board meeting.		NS
d) Reflection on the future environmental requirements in transport	<p>FZ informed that the tablet project testing had been launched yesterday (9 December). The Transport Office is monitoring the actual use of the tablets by all bus attendants. On 7 January 2020, a communication program addressed to all parents will be launched. Access to the parents will be given after proper testing and production experience.</p> <p>KK presented the possible ways for improving the ecological footprint of the bus fleet and for adopting more eco-friendly standards for buses after the end of the current contract (July 2020). A meeting with the bus companies' co-ordinator has been held to explore possible ideas (electric buses or at least buses with a minimum emission standard of Euro 5 or 6) to be included in the new contracts. KK conveyed the reserved position of the transport companies at this point in time and their willingness to engage in such investments, if a long-term contractual basis for 10 years could be envisaged by APEEE. FZ underlined that all ideas in that direction will be properly considered without compromising other APEEE concerns (safety, pricing, available infrastructure in Brussels and charging spots, etc.). More information will be provided</p>	The Board will closely monitor the discussions in the Transport WG with a view to approving the new "green" contracts for bus services as from September 2020 before the next summer holidays.	FZ WG transport

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	at the General Assembly.		
7) Approval of the APEEE position on the Joint Understanding between the School, APEEE and the OIB in relation to the transfer of responsibilities (poss.) (CA 54/2019 REV2)	The document has been approved by the Board.	APEEE approval will be communicated to the school management and the OIB. The document will be published on SMS soon.	AP
8) Preparation of the General Meeting of 3 February 2020 – draft motions	The linguistic sections were invited to propose draft motions by mid-January 2020, so they can be timely distributed and analysed by all class representatives in view of the vote at the General Meeting. Last-minute motions should be avoided, thereby precluding a disruption of the whole process. Therefore, the deadline must be respected as much as possible.	The preliminary draft agenda of the Extraordinary General Meeting will be circulated on Monday, 16 December 2019.	All Board members - A minimum number of class representatives as cited in the Statutes

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	<p>A few Board members referred to the possibility of the following motions to be submitted by individual sections:</p> <ul style="list-style-type: none"> • on inclusive education (ACD) • on the school community spirit (KN and RA) 		
a) Review of the statutes (CA 70/2019)	<p>The Extraordinary General Meeting should start at 18:30 hrs. A Notary should be present during this meeting, as a few statutory changes are envisaged.</p>		<p>FZ AP OdP</p>
b) Two new permanent staff posts	<p>Two permanent posts were agreed to be proposed for approval at the General Meeting in order to become permanent:</p> <ul style="list-style-type: none"> a) Extra-curricular activities assistant b) Financial assistant <p>APEEE staff requirements will be fulfilled with these two posts. It was recalled that the part-time post of IT Assistant agreed by the General Meeting in January 2019 will be transformed to a part-time Communication post.</p> <p>FZ recalled the long-standing need for IT support following the previous discussion on the website. AP explained the reasons impeding the fulfilment of this function (lack of</p>	<p>A draft resolution suggesting the establishment of these two new permanent posts will be prepared by OdP and will be shared with the Board next week.</p> <p>Meeting of the IT Working Group to be scheduled in mid-January</p>	<p>OdP GP AP</p> <p>IT WG</p>

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	office space as well as the fact that the highly competitive job market of IT experts does not allow APEEE to fill it on a part-time basis with only a low salary). As the tablet project is now off the table and the two of the three main functionalities of the back-office are settled for testing, the main focus of the IT WG will be on finalising the new website in early 2020 and concluding the back-office development for extra-curricular activities by April 2020.		
c) Investment policy (part of the Financial report)	Investment policy with a list of potential investments in the school infrastructure will be presented for information to the General Meeting.	The General Meeting will be presented with the long-term APEEE investment policy.	GP AP
d) Overcrowding	BE had suggested that a motion be prepared during the previous Board meeting of 19 November 2019. Her absence from the meeting did not allow a discussion on this point.		
e) Implementation of motions adopted in 2019	AP recalled that the Board must present the state of implementation of all motions adopted in the previous General Meeting in line with the relevant motion approved then.	Oral presentation will be held on 3 February 2020.	AP
f) Other drafts	The Board agreed to propose to the General Meeting to maintain 45 EUR as the amount of the annual family subscription fee for 2020/2021.		

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9) Election of the new section representatives (CZ, FR and NL) in the APEEE Board	Czech, French and Dutch section representatives advised the Board about the state of play with regard to the appointment of their new section representatives. The names of the CZ Primary representative, of the FR Secondary representative and of the NL Primary representative still remain to be filled.	The composition of the new Board must be completed on 3 February (date of the General Meeting) at the very latest.	AP OdP
10) A.O.B.			
a) Working experience in S5	<p>RA advised the meeting that the Office of the SG replied to the question by the parents that work experience in S5 is not compulsory but the relevant decision is to be taken by each school. However, our school's position is that the work experience project should become compulsory for the current S5 students. It seems that there are some problems with the (tone of) communication and governance at the school.</p> <p>AP and KN informed that this issue has been already discussed with the school on previous occasions (in the Secondary Education Council in June and in October 2019), while a recent information session with all parents was organised on 28 November, where all questions were answered.</p>	The reference period for submitting the application and all accompanying documents by S5 students started on 9 December. The deadline for submission of all files was set for 27 March 2020. The internship must take place from 25 June to 31 August 2020.	School co-ordinator, Ms Ypofanti

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b) Christmas events for nursery and primary sections	<p>Board members from the English, German and Czech sections complained about the approach taken by the school management to the organisation of the Christmas events in their sections. As a result of delays in the approval of teacher applications and the setting of additional requirements applied by the school management (namely, the cleaning up after the events and the entire organisation plans), the teachers from the English, German and Czech sections withdrew from the organisation of these events.</p> <p>AP informed the Board members that this issue has been discussed at the Hygiene and Security Committee meeting on 10 December 2019. AP deplored and strongly opposed to the cancellation of these events organized by the language sections. Parents must be always treated as integral part of the school community. He advised that teachers concerned will be contacted by the school management next day and will be recommended to go ahead with the event as planned (if still possible).</p>	<p>A draft Board motion supporting the events organized by teachers in all language sections for the whole school community (students, teachers, parents and school management) could be proposed for approval at the upcoming General Meeting.</p>	<p>AP ES</p>

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	A document containing the draft policy on School Evening Events Organised by School Staff for Students and Parents was sent to the Board members before the meeting. The tone and content of the document was strongly contested by a large number of Board members.	APEEE will communicate to the School management its strong opposition to the current text, and will continue with the discussions for improvements	AP

The next Board meeting will be convened in February 2020 after the General Meeting.