

APEEE BXL III – Executive Committee Meeting (CE11)

23 March 2017, Rue de Spa 3, 12.30 to 14.20

Summary minutes

Present: SC, KD, TH, RL, MSM, FZ, AP, OdP

Excused: GB, EJ, IK, KN, HR

Point	Subject	Comments
1 Preparation of the Board meeting	a) Mandates of the working groups	<p>Mandate of Canteen WG – modified to be in line with the new Article 7 of the APEEE rules of procedure. Will be submitted to the Board for information.</p> <p>Mandate of Transport WG – Will be submitted to the Board for adoption.</p> <p>Mandate of Periscolaire WG – Members of the WG are currently being consulted. Will be submitted to the Board for adoption</p> <p>Mandate of WG on Internal Control – Is under modification in the light of the comments from the accountant and auditors. Will be submitted to the Board for adoption.</p> <p>Mandate of WG on Communication – No information available due to the absence of the VP for Communication.</p>
	b) Tender for table services	<p>The draft Terms of Reference (ToR) for the tender were presented. In principle, ToR will be very similar to the previous ones. However, some simplification is introduced (to follow the precedent set by the tender for e-enrolment system) and the award criteria will also be modified. ToR will be submitted to the Board for adoption on 28/3 and publication is foreseen on the APEEE website on 1 April.</p> <p>MSM will communicate the draft ToR to the headmaster for information.</p>
	c) E-payments	<p>KD presented 3 proposals for e-payments, to be used mainly for the teacher's canteen and Springfest. ExCo decided to launch a pilot project for e-payment with one mobile e-payment terminal to be rented for a year. For the Springfest week, another e-payment terminal will be rented for a week to minimise cash payments. Pilot project will be assessed by the Treasurer and new proposal will be presented to ExCo and the Board in due course.</p>

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2 Staff issues	a) Working rules (règlement de travail)	<i>Working rules will be submitted to the Board for adoption on 28/3. Then it is expected to publish them on 29/3 and have a meeting with staff (presentation by Partena) on 5/4. It was agreed that a copy of the working rules can be provided to the staff after that presentation.</i>
	b) Job descriptions	<i>OdP presented the current state of play. The Canteen WG will provide comments on the job descriptions for canteen staff by 23/3 COB.</i>
3 IT	Purchase of IT equipment	<i>EXCO approved the proposal of the WG on ICT as regards hardware purchases. A market survey of 5 providers was carried out. Expected price is close to 4900 EUR. However, a limit of 5,000 EUR was approved due to the volatility of the prices in IT sector. The Board and EXCO will be informed of the final cost of purchases.</i>
4 Sectors	a) Canteen	<p><i>MMS presented the current situation:</i></p> <ul style="list-style-type: none"> <i>Canteen Committee will be held on 6/4.</i> <i>Stock management procedures drafted and will be presented to canteen staff on 31/3. Board will be informed accordingly.</i> <i>Canteen rules drafted and will be presented to the school representative on Canteen Committee on 6/4. They will then be submitted to the Board for approval.</i> <p><i>ExCo agreed to upgrade one member of staff from "2ième commis" to "1er commis" since it would reflect his current tasks and be coherent with the envisaged new distribution of functions and would have very little budgetary impact.</i></p>
	b) Transport	<p><i>FZ presented current situation:</i></p> <ul style="list-style-type: none"> <i>WG is currently working on renewal of all contracts with transport companies, inter alia to follow the recommendations of the EC Task force on security. Other issues covered include environment aspects, price negotiations, etc. The framework contract will be submitted to the Board for adoption.</i> <i>In parallel, the bus lines will be reviewed.</i> <i>The new staff member is now covering the 7-8.30 am slot and is already fully operational.</i> <i>The next priority will be an application for tablets or smartphones to register children on and off buses.</i>
	c) Extra-curricular activities	<p><i>RL presented the current situation:</i></p> <ul style="list-style-type: none"> <i>A revised draft Convention with the school is under consultation. RL recommended to cooperate between sectors (Canteen, Springfest, etc.) as regards financial provisions, to ensure a horizontal approach.</i>

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		<ul style="list-style-type: none"> • <i>Work is underway to prepare the programme of activities for the next school year, particularly in the area of STEM, and to introduce quality control.</i>
	e) Springfest	<p><i>KD presented situation of preparations for 2017 Springfest:</i></p> <ul style="list-style-type: none"> • <i>Tickets will be numbered to ensure adequate control over their distribution</i> • <i>There will no longer be individual tickets but "fidelity cards" representing 5, 10 or 20 tickets.</i> • <i>Pre-sales through bank transfer will be introduced (until 2/5). A simple application will be developed by the IT Assistant. Tickets will be then collected at school.</i> • <i>A solution concerning financial arrangements between the APEEE and the school is being discussed with the WG on Internal.</i>
	f) Common	<p><i>A common complaints database will be developed by IT Assistant. Sectors will be then requested to provide categorization of complaints in line with the sector's organization.</i></p>