

European School Brussels III (EEB 3)
Primary and Nursery Education Council
(Following the General Rules of the European schools)

1. Mission and Tasks

The mission of the EEB 3 Primary and Nursery Education Council (CE) shall be to seek optimum conditions for effective teaching and to promote positive and stimulating human relations.

In particular, the tasks of the Primary and Nursery Education Council will include:

- a. Exchanging views on organisational and educational issues, which impact on the swift school life
- b. Introducing all measures likely to highlight the school's European character
- c. Adopting resolutions for submission to the competent authorities of the European Schools.

To perform its tasks, the CE may set up working groups.

If the Director takes a decision which does not conform to a proposal made by the Education Council, he/she shall give his/her grounds for doing so. The CE may not hold discussions on individual cases.

2. Composition

The Primary and Nursery Education Council will be composed of the Director and Deputy Director for Primary and Nursery, elected representatives of the teaching staff, elected representatives from all sections, including representatives of the Parents' Association (APEEE).

The Director and the Deputy Director may invite other persons, whose presence is deemed necessary.

The school's Administrative Board shall determine the number of representatives in each school; this number must be the same for each of the groups represented.

3. Rules of procedure

Normally four Education Council meetings are held during each school year. At the beginning of the school year the teachers and the parents are informed of the dates of the CE meetings.

If any urgent matter appears, the chair may, at any time, convene an extraordinary meeting of the CE. The members of the Council may also request a special meeting.

[The Council is chaired by the Deputy Director for Primary and Nursery or by the Director.](#)

Any member of the Council may send proposals for the draft agenda to the secretary no later than seven working days prior to each meeting. Any such proposal should be accompanied with supporting/discussion document(s) and/or written explanations, as appropriate.

The agenda for the meeting may consist of business arising from previous minutes, as well as any new business.

No later than five working days prior to each meeting, the secretary designated by the chair will send the invitation by e-mail to all members of the Council. This invitation will include the annotated agenda of the meeting including supporting documents or written explanations for each point on the agenda. In case the supporting documents are not available to be included in the invitation, they should be made available to the CE members as soon as possible before the CE meeting.

The SAC should be a standard point on the agenda of the Council meetings. The invitation will also include, for information purposes, the approved minutes of the last School Advisory Council (SAC) meeting.

As the CE is an advisory body, resolutions are adopted by consensus.

The secretary draws up the minutes of the meeting. The minutes are circulated by e-mail to all CE members no later than ten working days after the meeting. The minutes are approved at the subsequent meeting or by written procedure.

The CE documents (agenda, minutes, supporting documents) shall not entail personal or confidential information. The CE members are invited to communicate the agenda and the adopted minutes of the meetings, together with other information/supporting materials, to their constituents. In the meantime of CE meetings in order to ensure transparency and timely information before the next CE meeting, its members may distribute brief flash reports, which do not bind the CE, but reflect representatives' personal views on the outcomes of the previous CE meeting.