

**APEEE BXL II – WOLUWE  
BOARD REPORT**

<b>Date</b>	<b>:</b>	<b>15 October 2018 at 19:00 – 23:00</b>
<b>Location</b>	<b>:</b>	<b>Canteen – Woluwe</b>
<b>Present (16)</b>	<b>:</b>	Vanessa Aulehla - Anthony BISCH - Manuela CARAMUJO - Bengt DAVIDSSON - Ana DUMITRACHE - Sanjee GOONETILAKE - Katarzyna HOREMANS (left at 22:00) - Jeroen JANSSEN (left at 22:00) - Saïda KHANBOUBI - Johan MELANDER - Albert RAEDLER (left at 22:00) - Guido RICCI - Andreas ROGAL - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER
<b>Absent (4)</b>	<b>:</b>	Mounia BENYAHIA - Christian BONDESON-EGGERT - Jovita LAZDINIENE - Johanna SAARENTALO-VUORIMÄKI
<b>Others</b>	<b>:</b>	Anja GALLE, Director of the APEEE Erwin VAN DIJCK - Manager Administration & Finance

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**I Agenda points:**

1. Approval of the agenda: Agenda is approved.
2. Approval of the minutes of the Board meeting of 17/9/2018: draft minutes are approved with removal of a sentence under IV Any other business point 5 on page 7. Report will be published on the APEEE website and sent to the info class reps for distribution to the parents of their class.
3. Meetings & attendance question:
  - a. On 23/10/2018 CEA meeting. K. Horemans to attend.

**II Info and discussion point:**

1. APEEE services:
  - a. Canteen: Canteen working group meeting took place on 20/9/2018. Report has been mailed to all Board members.
    - i. Proposition is made to organize a survey on canteen as was done in 2017, and add a question on desserts.
    - ii. Question is also asked whether it could be explained to the parents, for example via the new newsletter, why offering fruit as a dessert is not possible during the entire school year. Proposing only fruit as a dessert will lead to a problem during the time of the year when there is less fruit available. It might then happen that only apples and pears can be served for several weeks.
    - iii. The self-service for the teachers and staff has been launched. Each day 3 composed salads are proposed as well as different kind of vegetables. Up till now APEEE received positive feedback from the teachers and staff. As of last week people can also pay cashless. By the end of the month it will be possible to see whether now more people eat at the canteen then in the past.
  - b. Transport: transport working group meeting took place on 3/10/2018 and report has been mailed to all Board members.
    - i. Bus transport office in the form of a chalet or shelter has been installed on the bus parking. The office will be used by the bus parking supervisor during the time that the buses arrive in the morning and when the buses leave in the afternoon.

Once the buses are gone the office will be closed. No electronic devices will be stored in the office

- ii. Board discussion is held what criteria are used by the transport department when bus routes, stop and time tables are created. Current guidelines are available on the website. Proposition has been made by the WG Transport to revisit the criteria for stops and routes and timetables, and practices in use.

<https://www.woluweparents.org/en/action-hub/routes-and-stops/>

Question is asked whether the driving time/distance ratio could be analyzed.

**Action point:** transport working group to analyze driving time/distance/bus stops ratio.

Question is also asked whether buses can be organized after the extra-curricular activities. Reply is given that the point has been discussed already in the past. Due to logistical issues and also the elevated cost of any additional service, the organization would be impossible: in particular because the extra-curricular activities end at different times

Due to the different ending times of the activities (16:30, 17:00, 17:30, 18:00 and 18:30) it's not possible to organize a bus service. All students don't live in the same part of Brussels, so you would have to organize several buses at different times, which will be very costly and will cause long waiting hours for students to go back home. See link to website showing the different times: <https://www.woluweparents.org/en/action-hub/activities-programme/>

- iii. **Financial accounts 2017-2018: a profit of 80.556,12 EUR:** Reasons for this result which is higher than budgeted for a deficit of – 12.000 EUR:

1. personnel cost lower than budgeted, since it was not possible to find a bus supervisor for every morning bus. Interviews are still going on.
2. bonus criteria have become more severe, therefore the amount of bonus / incentive obtained by the bus companies was lower. Bus company can receive a bonus of 2% of their turnover if during the school year they obey all the rules and deliver an excellent service. In case a rule is broken (delay of bus, technical problem, problem with safety belts in bus etc.) then the bus company receives a penalty and the bonus at the end of the school year goes down.

- iv. **Budget 2018-2019: a loss of 28.571,13 is foreseen for 2018-2019.** The reasons why are:

1. there are less pupils registered for the bus transport
2. bus companies received a raise of the fee of 1,35%, except for 3 bus company. 1 company didn't receive a price increase because they make no effort to improve their service. 2 bus companies received a raise of the fee of 3,5% because they have made investments in their bus park. They will use only EURO 6 norm buses.
3. the recruitment of a transport administrative logistic staff member is included in the budget. Recruitment would start in January 2019 in order to find the right person to start working at the transport office after Easter 2019. This recruitment is scheduled in order to provide a replacement at the transport office when a staff member will retire in 2020.
4. the salary increase of the bus supervisors from 13 euro/h to 13,77 euro/h is also included in this budget. Bus supervisors have not had a salary indexation since 2013.

v. **Contracts with bus companies 2018-2019 - EURO norm:** As of January 2019 no more EURO 3 norm buses will be used (EU law).

vi. **Optimize bus service by moving some existing stops to official STIB / De Lijn stops:** Proposition is made by WG Transport to start moving existing stops to official STIB / De Lijn stops. The advantages of this would be:

1. the official STIB / De Lijn bus stops are clearly indicated: which makes it easier for parents to find, as well as safer
2. there is often a shelter and light installed at the STIB / De Lijn stops
3. standardization of the bus stops
4. less bus stops might shorten the time that children have to stay in the bus

The idea is to start to move the existing bus stops which are now already close by to an official STIB / De Lijn bus stop. Before starting with this a clear communication should be prepared for the parents.

c. Extra-curricular activities: a meeting of the extra-curricular working group took place on 11/10/2018. Report will be mailed to the Board members. Following topics were discussed during the meeting:

- i. Financial accounts 2017-2018: due to the increase of the fees by 10% and the higher number of children subscribed to our activities the budget shows a surplus of about 32k EUR.
- ii. Budget 2018+2019: for the next school year the estimation for the budget does not look as promising as for the current one. As it has been decided not to increase the prices for the activities offered by APEEE next year, the income minus costs would bring the budget to the 6k surplus.
- iii. Recap on the current number of activities:
  - 45 different activities
  - 305 periods of activities per week
  - 1324 students registered for the activities
  - 475 students registered for the supervision
  - 65 monitors and 20 supervisors
- iv. Last minute cancellations of subscriptions: there are many cancellations introduced in the system on the very same day when the activities start and take place. This causes a disruption in the functioning of the activities, namely when the children shall be accompanied by the monitor to the activity they are registered for. The processing of cancellations takes the time and therefore may result in delays in up-dating information.

As from next school year, it is proposed to disable the cancellation for a given activity on the day when this activity starts. A. Sioen will up-date the registration portal. Parents will be able to introduce the cancellation on the day before or after the start of the activity.

In order to improve the registration to the activities it is proposed to limit the subscription to two activities in the day per child (read: a child may participate maximum up to 2 activities per day).

In order to improve the functioning of registrations it is also proposed to block multiple registrations for activities taking place at the same time (example: a child is registered for piano and for baseball on Monday at 15:30). This way more activities will be available for more children.

Individual lessons (activities for private lessons): late cancellations cause a problem for APEEE and for the tutor/teacher as the contract is signed for the

whole year and the student cancels his/her activity. For the activities where there are more children, one or two cancelations do not have to result in the cancelling of the whole activity, while for the individual lessons it is the case. It is therefore proposed to charge the parents a cancellation fee for the private lessons. The fee would be set at the equivalent of a 1/3 of the price of the course (price of 1 trimester). This time would give APEEE time to look for another student interested in taking the course.

It is also proposed to limit late hours activities to the older children (for in instance all activities starting after 18h will be available for children as of P4). *In understood: secondary*

It's important that all these changes in the registration system for next school year need to be clearly communicated to the parents.

- v. Conflict resolution: as of this school year APEEE hired a psychologist, Laura De Vita, whose role is amongst others to help to resolve disputes between children and monitors. Laura has a Master in Clinical Psychology and Psychopathology from the ULB University. Laura is a former student from our school and speaks fluent French, English and Italian. She supports the APEEE supervision team resolving situations which might occur amongst students while being at the supervision, or between students and supervisors / monitors or between supervisors and parents. She will also organize a teambuilding event for the supervision team in order to enhance the team spirit.
- vi. Level of satisfaction from the service: the satisfaction survey was sent to parents in 2017 and included the extra-curricular activities amongst all services that APEEE provides. There was no separate survey launched. A new survey, with the same questions concerning the activities, is planned to be sent in January 2019.

### **III Discussion points and vote:**

#### **1. Annual general meeting:**

- Draft OJ/Agenda for the G.A. 24/1/2019 at 19:30: Next AGM will be organized on 24/1/2019 at 19:30 in the GASP meeting room at Charlemagne Center (tbc). All Board members have received a draft agenda for the next AGM in which the following modifications were proposed:
  - invite Mr Marchegiano and the school management to be present at 21:45.
  - date of introductory meeting on Thursday 31/1/2019 at 18:30 and date of first Board meeting on Wednesday 13/2/2019 at 19:00.

**Decision**: Board members agree on both dates.

**Action point**: F. Tudini to contact Mr Sharron and invite him and Mr Schmelz and Mr Arnedo to the AGM.

**Action point**: F. Tudini to contact Mr Marchegiano and invite him to the AGM.

**Decisions**: Board members agreed to invite Mr Marchegiano and the school management at the AGM and agree with the proposed dates for the introductory meeting and the first Board meeting.

- Number of vacant mandates: at the moment there are 15 vacant mandates. If no other Board member with a 2 year mandate resigns then the vacant mandates will remain at 15.

**Decision**: Board members approve number of vacant mandates.
- Financial report 2017-2018 + budget 2018-2019: The financial report and the budget have been mailed to all Board members. The 2017-2018 profit and loss account shows a surplus of 117.604,98 €. The 2017-2018 balance sheet shows a total of 2.382.846,24 €. Information is given that a loss of 83.358,62 euro is budgeted for 2018-2019. There are no price raises for any of the services scheduled.

- The APEEE has a reserve of 1.712.490,52 euro. However, 1.246.101,96 euro is "passif" social, which must be kept in reserve to pay the APEEE employees in case the APEEE would stop its activities. Furthermore, the APEEE needs each month 500.000 euro to be able to function and provide the services.

Information is given that in the canteen accounts 2017-2018 50.000 euro has been provisioned for risk and charges. This is the amount which the canteen team foresaw at the end of August as a possible loss due to the works in the kitchen. Mr Cloquet, the Auditor confirmed that such a provision for risks and charges is authorized. Mr Cloquet informed in writing that the decision taken by the Board such be mentioned in a meeting minutes of the Board, and that the new valuation rules should be recorded in the inventory book.

**Voting:** on request to add 50.000 euro to the accounts of the canteen 2017-2018 as provision for risk and charges and that the new valuation rules (see paragraph below & document with the valuation rules attached) are recorded in the inventory book.

Provisions pour risques et charges

*Les provisions pour risques et charges doivent être constituées systématiquement pour couvrir des pertes ou charges nettement circonscrites quant à leur nature, mais qui, à la date de clôture de l'exercice, sont probables ou certaines, mais indéterminées quant à leur montant. Elles ne peuvent avoir pour objet de corriger la valeur d'éléments portés à l'actif.*

**Vote:** all Board members vote in favour.

Discussion is held on the Social Fund and proposal is made to prepare next year a long term planning for the Social Fund reserves.

The Auditor, Mr Cloquet, will come to the November Board meeting to inform the Board members about his audit and the "rapport du commissaire aux comptes".

Voting on the financial report and the budget are done.

**Vote:** all Board members, except 1, voted in favour of the financial report 2017-2018.

**Vote:** all Board members voted in favour of the budget 2018-2019.

**Decision:** Financial report 2017-2018 and the budget 2018-2019 can be presented to the AGM.

**Action point:** invite Mr Cloquet to the 21 November Board meeting for audit report.

- APEEE Membership fee 2019-2020: Budget working group made the proposition to keep the APEEE membership to 45 euro per family for the next financial year and to assign 5 Euros per contribution paid to the Social Fund. A vote is taken.  
**Vote:** All Board members vote in favour.  
**Decision:** APEEE membership fee 2019-2020 will be kept at 45 euro (of which 5 euro for social fund). This will be proposed to the General Assembly.
- Statutes & rules of procedure: With the purpose is to improve the efficiency and transparency of the board looking into the future, B. Davidsson has mailed suggestions on improvement options to the Board for improving the APEEE statutes and rules of procedures (RoP):
  1. Statute Article 13: at AGM "at least half of the Board mandates are up for renewal. As the school is a rather complex body, new members need time to get into this complexity before becoming what is desirable - a dedicated and efficient board member. With short mandates, the continuity is often lost and we risk working with low efficiency which is not in our interest.
  2. Statue Article 9, last clause, for the elections of board members), "a full member may not hold more than two proxies". Complaints were received from parents about this limitation with

a request to increase to three proxies which would mean that one class representative can represent one class with three proxies.

3. In case a candidate for the board is not present at the AGM, the person presenting him or her in front of the audience should remain neutral and not take a position and campaign in favor of a candidate, especially when the presenter is a board member. Proposition is made that the presentation should be neutral. Proposal is discussed, and different views are given.

4. Article 10 of RoP state that "nominations must be sent in writing to the secretary... if possible 48 hours before...". Suggestion to rephrase it and communicate clearly on our approach.
5. Article 12.b, the current rule on board meeting participation should be implemented.
6. Voting procedure at board: While consensus-based decisions are desirable, situations may arise when voting is necessary. The voting procedure can be an open (hand-raising) or a closed (paper ballot). A closed vote is important for the dynamics and team-building efforts in a small group such as the board, where any sort of repercussions should be avoided. Suggestion that a vote shall be closed upon request by a member.

**Action point:** to set up a task force to discuss the suggestions of B. Davidsson. A. Galle to organize a meeting of task force with the purpose to present the board proposal.

Question is asked whether article 12 of the statutes is being applied i.e. "if the administrator has failed to turn up over half of the meetings... the positions will be deemed vacant" - what makes us resist to apply this article? Reply is given that this also depends on the number of Board meetings which are being organized per school year. If between now and the AGM a Board meeting is being organized every week, then the possibility remains to still turn up to over half of the meetings.

2. Voting procedure at Board: is postponed to the next Board meeting.

#### **IV Any other business:**

1. Future of the school - temporary site: discussion is held on the temporary site Art Loi, which would be as of September 2019 for S5 + S6 students or for S6 + S7 students. Proposition is made APEEE to ask a lawyer what the legal requirements are when it comes to the national school regulations & facilities & air quality. The minutes of the last Task Force meeting (Belgian authorities, EC and Sec Gen of the ES) are not yet available because they have not yet been approved.

Remark is made that the overcrowding problem has been known for 15 years, therefore a solution which is not a proper solution is not acceptable. Request should be made to receive a proper plan. Question is asked whether it can be assured that if the S6+S7 students are sent to a separate campus the free places will not be taken by new pupils. Proposition is made APEEE to write a letter to Mr Marchegiano, the Belgian state and/or the BoG. Question is asked whether a petition can be organized against the temporary site. However, since there's not sufficient information available yet, this might not be a good idea.

Parents should be informed. Proposition is made to organize a survey in the different sections. Request is made to all Board members that when they meet with their section they should be well informed and have read all the documents on the topic in advance. It's important to be careful with the facts and the information. Question is also asked whether the teachers should be contacted. This was discussed during the CEES meeting and teachers are already informed.

Proposition is made to create a common document in order to all dispose of the same information. The aim would be to inform that we as a Board are united against the proposal of Art Loi.



Board members congratulate F. Tudini with the job she has done up till now keeping everybody informed about the temporary site.

**Action point:** F. Tudini to prepare short summary for the Board to discuss at sections level. Board to communicate to parents.

**Action point:** organize meeting with Mr Schmelz and the teachers.

2. Feedback from CEA meeting of 15/10 and 28/9: K. Horemans gives feedback on the CEA meetings of 15/10 and 28/9. She will send a short report to the Board. During the meetings there was a debate on transfer and a debate on the ceilings. The ceiling is 20 for maternelle & primary children and 26 students in secondary. It might be possible that an enrolment fee will be charge in the future of 75 euro per child.
3. Feedback from School Administrative Board (C.A.) meeting: following topics were discussed at the C.A. meeting of 2/10/2018:
  - a. Brexit: hard and soft Brexit was explained.
  - b. Pedagogical issues: 78,71 BAC average, and their variations within the sections.
  - c. Start of the school was better than before, except for the training of Office 365 for the teachers and the administrative loss of documents due to fall out of the school computer system in July.
  - d. Welcome event to the new parents: was difficult to organize to event, but good initiative. School praises the several school activities BRUMUN, dance show, etc.
  - e. School management confirmed they are willing to help with the loss of the canteen.
  - f. Develop the relation with China.
  - g. Relationship with Régie des Bâtiments (RdB) and the fact that the federal building authority don't deliver on structural building and infrastructure problems at our school. We (school & APEEE) should feed the European Commission with the information about the failure of the RdB to deliver. The four selected cases of significant failure are: fire safety, overheating problems in class rooms (occupational health), canteen structural maintenance, and security/fence system. These areas of failures are considered sufficient by the board. Next step is to communicate this with headmaster  
Mr Sharron before submitting the four cases information to the Commission.
  - h. Overheating of class rooms and poor air quality is a problem with the example of the primary school building. At CA, it was agree the school management should prepare a dossier and present a proposal for a solution on the problem at the next CA meeting in January 2019. It was noted to consider documents of the JTC (pedagogical plans etc.) in which the wellbeing of the teachers is discussed. In order to advance on the matter, APEEE suggest to investigate on how occupation health and safety (OHS) regulation (i.e. the legal basis according to Belgian wellbeing laws) is used in addition to building regulation. By knowing the OHS regulations, we can discuss and demand to comply with the law. Therefore, in parallel, APEEE will prepare an assignment on mapping the legal situation re. wellbeing and OHS.  
  
**Action point:** WG HSS coordinator B. Davidsson to prepare an assignment proposal on the mapping of the legal OHS situation and to discuss with potential provider.
4. Feedback from SAC meeting: following topics were discussed at the SAC meeting of 27/9/2018.
  - a. Comment was made that the SAC is a meeting to prepare the School Administration meeting, and not to discuss pedagogical issues.
  - b. Works under responsibility of the Régie des Bâtiments
  - c. Perimeter will be done: the order is done
  - d. Derogations: school applied the rules strictly this year. No real derogations were asked.
  - e. Brexit: in case of a hard Brexit all contracts with UK teachers will end on 31/8/2019.
  - f. Maintenance of the school: they do what they can for example works were done on the space for the teachers.

- g. Space for students: Dome is ready. Lights are still to be installed.
  - h. The Régie des Bâtiments said no to the installation of the new prefabs.
  - i. Relation and convention with RdB: there's no legal agreement between the school & the RdB
  - j. Vending machine: no reply was given on how much commission the school receives from the use of the vending machines at school. Mr Mees, the school financial manager, wanted to inform about renewal of the contract with new and more healthier options for sale
  - k. Bac Ball: school will not intervene in the organization of the BAC ball anymore. Message to the parents of S7 is that they are on their own. This should be clearly communicated to the S7 parents.
  - l. Well being: teachers asked to improve the well being at the school. School management will do their best (for example quiet/dark room for teachers).
  - m. Calendar 2019-2020: 6<sup>th</sup> January will be a problem for several ES. As there will be 181 school days, the 6<sup>th</sup> January **as holiday day is still under discussion.**
  - n. Reduction of periods lost: last school year there was a reduction of the lost periods
  - o. BAC results: school is happy with the result and they confirm that the results stay solid
5. Interparents: meeting took place on 8 and 9/10/2018. Following topics were discussed:
- a. Brexit
  - b. Syllabus
  - c. Inclusive education: Up to the BoG to decide on the inclusive education proposal. This would consist out of asking for qualified staff, personalized support, adaptability, enrolment transition to other school system and quality insurance.
  - d. Statistically report on BAC
  - e. Harmonizing language policy: question is asked whether we can we still influence the language reform?
  - f. Data protection: promised to provide an action plan. The dataflow between the schools and the Parent's associations. As of now the school has put APEEE as recipient of school data.
6. Presentation on code of conduct: postponed to the next Board meeting.
7. Communication strategy: postponed to the next Board meeting.
8. Info point about the info-evening on the Educational support of 20/11/2018: minutes from the last Education support working group meeting of 14/9 was mailed to all Board members, as well as the draft program for the next info-evening which will take place on 20/11/2018.
9. Letter to school and parents regarding substance abuse policy: postponed to the next Board meeting.
10. Working group / Task forces: short report of the CEES meeting of 27/9/2018 in attachment.
11. Teachers appreciation day: on Friday 5/10/2018 it was teacher's appreciation day. Special thanks to J. von Pfaler who launched the idea to organize something special for all teachers and school staff. Flowers, chocolates and a basket of fruit were given to the teachers of secondary and the teachers of primary & kindergarten. This gesture was greatly appreciated by teachers and school staff.

**Next Board meeting will take place on 21/11/2018 at 19:00 in the canteen of the teachers.**