

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	:	17 September 2018 at 19:00
Location	:	Canteen – Woluwe
Present (17)	:	Vanessa Aulehla - Anthony BISCH - Christian BONDESON-EGGERT - Manuela CARAMUJO - Bengt DAVIDSSON - Ana DUMITRACHE - Sanjee GOONETILAKE - Katarzyna HOREMANS - Jeroen JANSS - Saïda KHANBOUBI - Jovita LAZDINIENE - Guido RICCI - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER
Absent (3)	:	Mounia BENYAHIA - Johan MELANDER - Albert RAEDLER
Others	:	Anja GALLE, Director of the APEEE

I Agenda points:

1. Approval of the agenda: Agenda is approved.
2. Approval of the minutes of the Board meeting of 21/6/2018: minutes are approved and 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 19/9/2018 at 15:00 HSS working group is organized by the school. B. Davidsson, A. Galle and R. du Moulin to attend.
 - b. On 27/9/2018 at 8:30 SAC meeting organized by the school. F. Tudini and B. Schmidbauer-Mogensen to attend.
 - c. On 28/9/2018 at 9:30 CEA meeting. K. Horemans to attend.
 - d. On 2/10/2018: school C.A. Admin Board meeting.

II Discussion point:

1. Canteen: discussion is held on the canteen situation, how it was handled and the communication done. Difficulties due to the lack of formal contacts with the Régie de Batiment were discussed. The President and VP/WG coordinator explained that all over the crisis they supported the APEEE management in managing the canteen situation. Every decision proposed by the APEEE management was approved by the President, both Vice-Presidents (one being also canteen working group coordinator). The need for a procedure to be followed in case of crisis is also discussed as well as the need to investigate on how to ask for a compensation for the loss. The way the communication to parents was done and possible improvement were also debated.
2. Overview of the events is given:

- First in order to be better informed, who ordered what, original date of delivery?

School has send an order to the Régie des Bâtiment for the works for the kitchen in December 2017. The Régie des Bâtiments has then created a chaier de charge for the works. 2 companies replied to the chaier de charge. The RdB usually chooses the offer with the lowest price. In this case the price was so low that the RdB send questions to the company in order to have more information. This company has never replied to the questions. Then after waiting a long time, the RdB ordered the works with the 2nd company. The responsible of the 2nd company came to have a look at the kitchen during the month of June. Then time was lost because of the Belgian holi-days in July and followed by the German holidays in August.

- To what extent the school management was involved and informed e.g. that works will only start on 27/8, without necessary parts available? What did they know, and when?

On 18/7/2018 the APEEE management was informed by the school that there was a problem with the ordering of the material (drains). The President, Vice-President Admin Affaires, Vice-President Pedagog Affaires and Canteen working group coordinator were immediately informed about the situation. The APEEE management and the APEEE kitchen team worked out a plan consisting out of the following:

- 1) as long as the Régie des Bâtiments has not started the works, the ovens in the kitchen could be used for prepared meals. This means that the APEEE could be able to provide a warm main dish + dessert to all the children + teachers + staff.
- 2) during the time that the works are being executed in the kitchen the APEEE is looking into providing sandwiches + dessert for all students registered for the canteen (kindergarten, primary & secondary).
- 3) the cafeteria in the sports hall will be operational as usual. Secondary students will be able to buy salads, panini's, sandwiches etc.

On 18/8/2018 the school send a message asking to cooperate together on the canteen situation and see what the best solution could be. The plan for the canteen service was communicated to the school. Then the APEEE received a message from the school explaining that in order to gain time the RdB and the school asked the company to start preparatory works before the beginning of the school to mineralize the work once the drains have arrived. At that point it became clear that the APEEE would not be able to go ahead as scheduled, but that we would have to start the school year by giving sandwiches and salads. Because the preparatory works had started the ovens could no longer be used to heat up the prepared meals.

On 7/9/2018 the APEEE received the information from the school that the order of the drains had only been done by the Belgian company on 20 August. The drains were finally delivered on 13/9 and works have started on Friday 14/9. Works are currently ongoing. If all continues to go well we will be able to have a canteen service again on Monday 1/10/2018. The communication will be sent to parents only when the date is certain.

- The information given to, and asked by APEEE. Could APEEE have reacted differently? Or interfered? What are our learning? since the APEEE is depending on receiving information from the school and the school is depending on the RdB, it's very difficult for the APEEE to plan anything. Since the APEEE is not a partner of the RdB there's no possibility to negotiate or be in contact.

- Are there any financial implications, losses, for APEEE? due to the 2 week closure of the canteen (17/9 to 28/9) the APEEE loses an important income. The information on whether there will be a loss or not will be available for the canteen meeting on Thursday 20/9.

- Staff situation. I understand pupils/students should make use the canteen the coming weeks in order to create work and not send staff home. APEEE has offered the possibility to all students (kindergarten, primary & secondary) to come to the canteen and sit at their table to eat their homemade lunch. APEEE provide water for them, and if they have a homemade lunch which needs to be heated, they can ask the APEEE kitchen team. Normally there are 40 people of Atalian serving and cleaning in the canteen. 10 people have been asked to stay to clean and Atalian has found a solution for the 30 other people. Some of them have been put on "chômage économique", others have been reallocated to another workstation.

- Is any swift remedy action from our side possible - is e.g, catering an option? Catering was considered but discarded as an option because the meals for 2500 students cannot be heat-

ed, since the ovens in the kitchen are not accessible. Following our request, on Monday 17/9/2018 Ms Carole Micmacher-Grandcolas, chef d'unité commission européenne, infrastructure et logistique (OIB) came to visit the kitchen to discuss the possibilities of helping the APEEE. After seeing the kitchen, lack of works space, the high number of children and the different serving times, she agreed that what the APEEE offered (sandwiches & salads) was the best short term solution. She has confirmed this in a written report.

During the summer decision was taken by the President, both Vice-Presidents and the canteen working group coordinator to support the APEEE management in managing the canteen situation. Every decision proposed by the APEEE management was approved by the President, both Vice-Presidents and the canteen working group coordinator.

Some Board members regretted not having been involved in the decision process – in particular to help communicate with parents, who could have been informed already on 18 August - and asked if the APEEE should not have prevented the works from getting started at all. The President reminds that there is no contractual direct relation between the APEEE and the RdB. On top of not having any power on the decision process of the RdB, we would have not been ensured that the works would have taken place in another time and when.

Remark is made that clarification of the relationship between the school, the RdB and the APEEE is needed. Question is asked how APEEE can activate better relationship with RdB?

Several parents have requested to send a complaint to the RdB or ask them for a financial compensation. However, the APEEE doesn't has a contract with the RdB, and apparently not even the school has a contract with the RdB. There are only guidelines which are published on the website of the Régie des Bâtiments.

Action points:

- Workflow on procedures to follow for crisis situations to be proposed by the Communication WG, including the communication to parents.
- The WG coordinator will send out a communication to parent with background information as soon as the date of opening of the canteen is certain.
- Activate all means to get to a better relationship with RdB, despite the lack of a direct contract with them.
- Add a point to the future Board agendas on APEEE services, so that in addition to the monthly written update an oral update on the services can be given at each Board meeting.

III Discussion points and vote:

1. BRUMUN proposal, Debate club and Media Club: S. Goonetilake mailed BRUMUN proposal to the Board members. The financial planning for the event is: Income: 200 students (not yet paid but an estimate) x 80 Euro= 16 000
Total cost : 26000 Euro
Conference centre: 20 000 Euro (without lunch costs)
Printing material and misc costs: 6000 Euro (based on last year)
26000-16000=10000 Euro

During the June Board meeting, EEB2 students M. Houlot - Secretary-General, A. Kalstenius - Deputy-Secretary General, F. Marchetti – Conference, Manager, K. Surquin - President of the Media Club gave a presentation on BRUMUN which they had organised and what they had learned from it. It was agreed at the end of the meeting, that the APEEE board will in principle agree to support BRUMUN.

In November 2016 and November 2017, a delegation of 7 students of EEB2 went to Munich to attend the Model United Nations Conference. APEEE had sponsored the team with an amount close to 1.500 Euro (as per tradition) which was matched by the school and the parents of the students with the

same amount. The participation of the 7 member delegation to Munich MUN costed roughly 6000 Euro. The purpose of the participation was also for the students to study how other MUNs are done. In February 2018, with the leadership of Mr Kehoe, a Model United Nations Club was started in our school and it was the first ever BRUMUN held in Belgium. BRUMUN is Brussels Model United Nations, organised by the Model United Nations Club of EEB2. It is a conference which has recognition and prestige to enter top universities in the world. It is a complex organisation which requires over 40 admin staff (entirely made of students) including the Media Club volunteers. In terms of universities like Cambridge, Oxford and Trinity Dublin, every major university worldwide now holds a MUN event. so having MUN on your CV before you enter university speaks volumes of the skill set, universities can expect from you.

From the EEB2 100 hundred students participated in the BRUMUN 2018 and they paid 80 Euros per head to cover the costs for the conference which was held during four days. The event was held for two days at EEB2 (which the school management does not want to repeat as it disturbs regular class room activities) and two days (first day and last day) at the EURO CONTROL as a once off contact. The participation and the organisation gives enormous organisational skills including public speaking skills, negotiation skills, research skills, teamwork skills, critical thinking skills, analytical skills, knowledge of international affairs and world views.

As APEEE had given 1.520 Euros in November 2017, the BRUMUN 2018 did not ask APEEE for support as they thought we had already helped. They charged the delegates 80 Euros for the participation and this has helped to cover the costs.

In March 2019, the next edition of BRUMUN is taking place. It will be an event for four days starting from 5 March to 9 March. Please see the website done by the EEB2 Media club students.

<http://www.brumun.eu/>

The students requested APEEE for assistance to find a venue back in June and I have been liaising with Mr Kehoe and APEEE board members with contacts before, during and after the Summer. All possible options have been exhausted due to time constraints and bureaucratic rules regarding deadlines to reserve conference rooms of the EU institutions. Over 14 schools have applied and a date had to be decided. Therefore Mr Kehoe has now reserved a private conference centre for the event. Mr Kehoe has negotiated the price of 53000 Euro for four days down to 20 000 Euros without lunch costs for a maximum of 270 participants. There will be additional costs of 6000 Euro for the Conference material and the social evening. The students will be asked to bring their own lunch or eat a snack during lunch break as its in the Louise area. The total costs of the event will be 26 000 Euros. If there would be an average of 200 participants, there will be income of 16000 Euros as there will be 80 Euro charge per head. However, the admin staff is already 40 participants. Therefore, BRUMUN needs an additional 10 000 Euro assuming there will be 200 participants.

The following proposal is made to support the BRUMUN 2019 organised by EEB2 students:

1) Since APEEE already supported Model United Nations activities of the past for 7 students with 1.520 Euro, we could look at 6000 Euro to support 100 students as a minimum contribution.

2) We could also look at this from the point of view of greatly benefitting the school community and ensuring the continuity of BRUMUN when Mr Kehoe leaves. Any additional amount that would be left after the BRUMUN 2019 would become the capital for the BRUMUN 2020. And the new teacher who will be in charge of it would find it a symbolic support of APEEE which would be motivating.

Vote is taken on: do we support the idea and give an contribution for the organization of BRUMUN (renting of the conference and printing material): all Board members present voted in favor except 1 abstention.

Vote is taken on : do we support to grant 6000 euro for the BRUMUN organization: all Board members present voted in favor except 2 abstentions.

Decision: APEEE will sponsor the BRUMUN organization 2019 for 6.000 euro.

Question is asked whether the school will also finance the amount of 6000 euro, since in the past the way of funding was always as follows: 1/3 is paid by the school, 1/3 is paid by the parents of the participating pupils, 1/3 is paid by APEEE. Confirmation is given that the school will be asked to finance the amount of 6.000 euro.

Question is asked how the payment will be done and whether Mr Kehoe can provide a report of the event? Payment will be done to the account provided by Mr Kehoe and he will be asked to provide a copy of the invoices.

Action point: Mr Kehoe to keep the Board informed on the event and provide a report.

Proposition is made to raise the budget of the Social Fund. Vote to raise the Social Fund with 6000 euro to be voted at the next Board meeting.

2. Application for membership in the Association for Swedish Education Abroad: proposal is made for the APEEE to apply for membership in the Association for Swedish Education Abroad, SUF (www.utlandsundervisning.se). SUF is a professional organization for Swedish schools abroad and has more than 100 associated schools. SUF is committed to give foreign schools support for counseling, training and networking all over the world. SUF creates and develops good contacts with authorities responsible for the Swedish foreign education. The membership is free for the first year, and then the fee will be approx. 100 euro yearly. Discussion is held on the topic. Concern is raised whether it's the responsibility of the APEEE to become member of such an association and whether this should not rather be the responsibility of the school. Will it also not open the box of Pandora, in such a way that each section will make a similar request. However since the first year is for free, it could be worthwhile trying and make a review at the end of the year. Proposition is made to keep the Board updated and send a review on the added value

Vote is taken: all Board members present in favor except 2 abstentions.

Action point: C. Bondeson-Eggert to confirm the possibility for an Association of Parents to become member and consequently F. Tudini to send out the request.

3. Drugs action points: regarding the mandate to work on drugs policy issues that was given to M. Caramujo last July, the text of a letter to Sharron and another one to the parents have been mailed to the Board. These texts have been discussed among the "well-being sub-group" of the HS&S WG. Modifications were proposed by the Board members. M. Caramujo will incorporate the proposed modifications and send the updated draft to the Board. Board members support the letters since it's important to send out a message to the parents and to the school.

Action point: M. Caramujo to send the new draft to the Board. Once the Board agrees, the draft will be mailed to the Communication working group (A. Rogal, C. Bondeson-Eggert, A. Dumitrache).

IV Any other business:

1. Annual general meeting:

- Draft OJ/Agenda for the AGM (planning + who to invite): next AGM will be organized on Thursday 24/1/2019 at 19:30. In order to prepare the agenda decision should be taken on whether the Board would like to invite the school management or any other visitors to the AGM. Proposition to invite Mr Sharron and the 2 Deputy Directors.

Action point: A. Galle to prepare a draft OJ/Agenda for discussion at the October Board meeting.

- Resolutions? question is asked whether the Board wants to propose any resolutions at the AGM? Information is given on the following:
 - Any proposal of which the object is **to amend the Statutes** shall be made by the Administrative Board. The Administrative Board shall give the members of the

Association **not less than one month's advance notice** of the date of the AGM which will decide on the said proposal. The General Meeting may only debate amendments to the APEEE statutes **if the amendments have been explicitly indicated in the notice convening the meeting and if at least two thirds of the full members are present or represented at the meeting.**

In case resolutions are proposed which change the APEEE statutes then **documents for the AGM need to be ready 1 month before the AGM.**

- The General meeting **may adopt internal rules of procedure. A three-fifths majority** of the full members present or represented shall be required for the purpose of approving or amending the rules of procedure. Any proposal to amend the rules of procedure, submitted by the Administrative Board and sent to the Secretariat **at least one month** before the General Meeting.

Therefore it's important to decide on whether to have such resolutions or not in advance, so that everything can be prepared in time.

- Financial report 2017-2018 (planning): a copy of the financial report 2017-2018, as well as the budget 2018-2019 will be prepared and send to the Board members by October. Auditor will start the audit and finish the audit in November. Mr Cloquet, the Auditor, will be invited to the November Board meeting to present the audit report.
Action point: E. van Dijck to send the documents to the Budget working group.
 - APEEE Membership fee 2019-2020 (planning): budget working group to discuss and propose at the next Board meeting in October.
Action point: Budget working group to discuss the matter and send their proposal to the Board.
 - Annual report 2018 (planning): All Board members have received a copy of the annual report 2017 as an example in order to prepare for the annual report 2018. Each working group responsible is asked to send their text to A. Galle by 6 November 2018.
Action point: texts for the Annual report 2018 to be mailed to A. Galle **by 5 November 2018** so that the report can be prepared.
2. Workflow with school and Régie des Bâtiments: high temperatures in the primary building have become a real problem. The blinds of about 20 classes were cut off by the RdB on 4/9/2018 and there's no news yet about when the blinds will be replaced (however, see below point 4). These classes have now no protection against the sun light and therefore the smart board in those classes can't be used as well. The school was asked whether they could give us a copy of the contract which they have with the RdB, but apparently this doesn't exist. Proposition is to put this on the agenda of the next HSS meeting.
3. Interparents: at the next JTC meeting the topics language policy and cost sharing agreement will be discussed.
- Action point**: A. Rogal to share with the Board the information on working groups within the other ES, so that the Board knows who to contact within the other ES.
- Action point**: A. Rogal to ask Interparents to give a debriefing or follow up on the overall BAC results 2018.
4. Feedback from meeting with Directors on 14/9: following topics were discussed during the meeting with the Directors on 14/9:
- a. School calendar 2019-2020: 6/1/2020 might be an issue for parents.
 - b. Departure of Mr Sharron: Mr Sharron will retire at the end of August 2019, as well as M. Mees.

- c. Welcome drink: school will make proposal on the organization of the welcome drink for the new parents for next school year and send it to the Board.
 - d. Canteen: confirmation was given that canteen will be closed from 17/9 until the end of the works.
 - e. Outcome of the summit of Secretary General.
 - f. Removing of the blinds: RdB arrived with a crane on 4/9/2018 and removed the blinds of about 20 classes. Albert Mees proposed investment of about 10.000 euro for installation of curtains in these classrooms. This will be ordered and placed as soon as possible.
 - g. Inspection report: M. Sharron said that the Arista report exists and has been given to the APEEE.
 - h. Dome: the dome on the sports field has been installed. Lights are not installed in the Dome, therefore Dome cannot be used at night. APEEE Budget group approved for the APEEE to lend the money to the school to buy and install the lights. The money will be returned by the end of the school year. In exchange APEEE will receive extra space to be used by the extra-curricular activities. Document will be drafted to lend the money.
Action point: APEEE to lend money to the school.
 - i. Nurses at school: 2 nurses are on duty every day at school until 16:30. The APEEE activities (supervision and extra-curricular activities) take place from 15:30 to 18:30. The OIB Garderie also organizes supervision in the school until 18:30 every day, and students often stay at school for school activities such as choir, media club, debate club etc. As of 16:30 the school nurse reception is closed and therefore in the case of an emergency incident the only option possible is to call the ambulance right away. Question was asked to the school whether it's possible to change the working hours of the nurses so that these would correspond with the school opening hours. Mr Sharron replied that this is not possible, since he wants the 2 nurses be present during the time that the 3.074 students are present. He's of the opinion that this should be resolved by the APEEE and the OIB garderie.
 - j. Bac Ball: information was given that since the BAC Ball 2018 caused a lot of problems on the night of the ball, the school will form the S7 parents that they have to take responsibility. The school doesn't want to have any part anymore in the organization of the BAC Ball. School sponsored the money for the bus transport over the past years, but informed they will stop to do so.
 - k. Gas detectors in the kitchen: after the gas leak in 2013, a price offer was asked by the school to install gas detectors in the kitchen. Up till now the gas detectors have not been installed. Mr Sharron asked Mr Mees to relaunch the price offer and organize the installation of the gas detectors.
 - l. Child protection policy on the school website: question was asked to the school how APEEE and school can work together to update the child protection policy which is currently published on the school website and apparently dates back to 2011.
 - m. Prefabs: the plans for the installation of new prefabs, next to the current existing prefabs, are still ongoing.
 - n. Perimeter around the school: new company has been contacted to relaunch this project and repair the perimeter around the school.
5. Rules for the organization of meetings with schools: proposition is made to look at the rules, in cooperation with the school, for the organization of CEES & CEP&M meetings.
6. Working group changes: Ruta Avulyte-Jelage and Cristina P.M. Sarmento have left the Board as of September 2018 being no more parents of children attending the school. The Board regrets they have left and thanks them for all the work done over the past months. They were both very active in several Board working groups.
Cristina P.M. Sarmento was coordinator for the Active Community working group, and Ruta Avulyte-Jelage was working on the topic bullying.

Question is asked to Board members whether any of them would like to take on the task of Active community coordinator or continue to work on the topic of bullying?

Action point: A. Galle to send message to Board with the structure document and ask whether anybody wants to join a working group or change working group.

7. Election of class representatives: On 24/9/2018 the info evenings will start during which the class representatives will be elected. A text for the parents on the election of the class representatives has been mailed to the Board.

Action point: all Board members are invited to send their comments on the text by Tuesday 18/9/2018.

8. BAC 2018 report: Board members received the BAC 2018 report. The students protested because they considered that the questions didn't correspond with the curriculum. A system was developed in order for parents to make a complaint. Request is made to Interparents to follow up on the BAC results.

Next Board meeting will take place on 15/10/2018 at 19:00 in the canteen of the teachers.