

APEEE BXL II – WOLUWE
BOARD REPORT

Date	:	21 November 2018 at 19:00-23.30
Location	:	Canteen – Woluwe
Present (17)	:	Vanessa Aulehla - Anthony BISCH - Christian BONDESON-EGGERT (left at 23:15) - Manuela CARAMUJO - Bengt DAVIDSSON (arrived at 19:30) - Ana DUMITRACHE - Sanjee GOONETILAKE - Katarzyna HOREMANS (left at 23:00) - Jeroen JANSS - Saïda KHANBOUBI - Albert RAEDLER (left at 22:30) - Guido RICCI - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER (via Skype)
Absent (3)	:	Mounia BENYAHIA - Jovita LAZDINIENE - Johan MELANDER
Invited	:	Anja GALLE, Director of the APEEE Erwin VAN DIJCK - Manager Administration & Finance Jacques Clocquet – Financial Auditor, Groupe Audit Belgium Sc Spr Brigitte Divers – Financial Auditor, Groupe Audit Belgium Sc Spr

I Financial report & budget:

Presentation and approval of the Report of the "Commissaire aux comptes": Mr Clocquet and Ms Divers, financial auditors, attended the Board meeting and informed the Board members about the audit they have performed (Rapport du commissaire aux comptes) on the APEEE accounts in the framework of the Financial Report for the year 2017-2018 and in conformity with the Statute of the Asbl. Mr Clocquet informs about the legal obligations the APEEE has as an "asbl". All members of the Board have received the "rapport du commissaire aux comptes".

Mr Clocquet gave a summary of his findings during the audit of the financial accounts for the year 2017-2018. Mr Clocquet explains about the allocation of the result and the choice which the APEEE has in this matter. The APEEE can either decide not to allocate the result 2017-18 but to leave it on the "Résultats reportés" or can decide the allocation of the result 2017-18 to the "Fonds Affectés" of the 5 departments. As has been done last year, the result will be allocated to the "Fonds Affectés" of the 5 departments.

Decision is taken by the Board for the allocation of the result 2017-2018 to the "Fonds affectés" of the 5 departments. This has been added to the resolutions for the AGM: Resolution 2: "The General meeting approves the accounts 2017-2018 presented and approves the allocation of the results into the 5 corresponding department's allocated funds."

A vote is taken to approve the Rapport du Commissaire aux comptes and the financial accounts 2017-2018 as described in the schéma BNB des comptes annuels de l'APEEE au 31/08/2018 in order to make the documents available to the Annual General Assembly for final approval.

Vote: All Board members present vote in favor to approve and to make the "rapport du commissaire aux comptes" available to the Annual General Assembly, as well as the BNB scheme of the annual accounts of the APEEE at 31/08/2018.

Decision: The "Rapport du commissaire aux comptes" has been approved and the BNB scheme of the annual accounts of the APEEE at 31/8/2018 and can be presented to the General Assembly.

Mr Clocquet informs the Board that because of his retirement next year, Groupe Audit Belgium Sc Sprl is proposing Ms Brigitte Divers to replace him as of January 2019. This change needs to be published in the Moniteur Belge. Texte for publishing in the Moniteur Belge is: "l'organe de gestion de l'AISBL APEEE prend acte de la décision de la gérance de la Sprl « Groupe Audit Belgium » de remplacer Monsieur Jacques Clocquet, Réviseur d'Entreprises, comme représentant permanent du commissaire, par Madame Brigitte Divers, Réviseur d'Entreprises, dont l'adresse professionnelle est située à 1400 Nivelles, rue du Bosquet 8. »

Mr Clocquet and Ms Divers have been invited to the Annual General meeting on 24/1/2019 to answer possible questions from the parents. Mr Clocquet and Ms Divers have confirmed their presence.

The President thanks Mr. Clocquet and Ms Divers for being present at the Board meeting and for all the work he has done for auditing financial results of the APEEE.

II Agenda points:

1. Approval of the agenda: Agenda is approved taken into account the point on school entrance policy under any other business and the request to add the points of the disciplinary incident on the bus and the streaming under the relevant WG points, if time allows.
2. Approval of the minutes of the Board meeting of 15/10/2018: draft minutes are approved taken into account following modifications:
 - a. On page 7 – IV Any other business – Point 1 Future of the school - temporary site:
 - i. **Action point:** F. Tudini to prepare short summary for the Board to discuss at sections level. Board to communicate to parents.
 - ii. **Action point:** organize meeting with Mr Schmelz and the teachers.
 - b. On page 8 IV Any other business – Point 4 Feedback from SAC meeting – point M:
 - i. Calendar 2019-2020: 6th January will be a problem for several ES. As there will be 181 school days, the 6th January as holiday day is still under discussion.
3. Meetings & attendance question:
 - a) On 23/11 at 8:30 management meeting with school directors. F. Tudini, B. Davidsson and B. Schmidbauer-Mogensen to attend.
 - b) On 23/11 at 14:00 HSS meeting organized by the school. B. Davidsson, R. du Moulin and A. Galle to attend.
 - c) On 29/11 at 8:30 SAC meeting. F. Tudini and B. Davidsson to attend. 3rd Board member to be chosen based on the topics.
 - d) On 29 & 30/11: Interparents meeting at ES Mol. A. Rogal and J. von Pfaler to attend.
 - e) On 11/12: a CEA meeting. K. Horemans will attend.
 - f) On 18/12: Board meeting

II Info and discussion point:

- APEEE services:
 - a) Canteen: Info canteen meeting for parents, teachers and staff was held on 7/11/2018 organized by B. Schmidbauer-Mogensen, A. Galle, P. Orlovski and D. Vincent. Nevertheless the confirmation which was mailed to all participants out of 130 pre-registrations, only about 50 people participated. The Board regrets that too many parents register and not attend, which implies a waste of food. A video on the kitchen and canteen made by the students of the Media club was shown. In the meantime English subtitles have been added to the video. For the next canteen information meeting on 28/11, approx.. 150 people are registered.
Numbers on the consumption of the teachers and staff at the canteen show that, thanks to the installation of the self-service the number of customers has increased during lunchtime. In comparison with October 2017, from about 45 people per day having lunch

at the canteen (generating an income of 4.832 euro), to 71 people per day (6.276,90 euro)

On food information, specifically allergens, APEEE secretariat informed it is considered to be legally complying according to Belgian law by providing information orally, by any canteen staff, if so requested by a customer. In addition, information on allergens is published on the APEEE website by 10:30 at the latest.

Question is asked what would be needed in practice in order to be able to have the information on allergens available in advance (1 week or more). Information is given that survey will be conducted on the APEEE services and a question on allergies will be included, in order to have an idea of how many children are concerned. Proposition is made to include a question in the survey on how severe the allergy is. Scoping the problem is essential.

Action point: On question asked by parent (17/5/2018), while inviting the Board to comment on the draft reply, B. Schmidbauer-Mogensen will send the final letter to the parent.

- b) Transport: transport working group meeting is scheduled on 6/12/2018 at 12:30. Proposition is made that when parents inform a Board member about a problem concerning the services, to discuss this first with the coordinator of the concerned working group. S. Goonetilake asks that the incident in the school bus is brought to the attention of the Board as she considers that it should be labelled as "racist". Discussion is held on this categorization and also on the possibility to apply disciplinary measures in certain cases. The need to better inform parents and have more formal follow up procedures is also discussed. S. Goonetilake had also raised this point in general with Mr Arnedo during the CEP&M where Mr Arnedo pointed out that all parents are to be informed that there is a link in the school website where one can complain about violence on the playground, swimming lessons and also in the school bus. It was agreed that APEEE transport would inform all parents who complain that there is a link in the school website to complain immediately:

<https://forms.office.com/Pages/ResponsePage.aspx?id=aeA505McU0OzBwsicDW6>

One of the key issues that was brought was the need to contact parents from both parties when there is a complaint on violence. Some Board members also pointed out the necessity to engage the term "duty of care" as APEEE is the parents' association and not a commercial entity and that the care of the children would be a priority as is mentioned in the APEEE mission statement. Some Board members also raised the issue of gathering statistics, follow up of incidents and drafting a future follow up policy that would be standard for all core services. It was also proposed that APEEE should work together with school on issues of bullying and violence which happens in the core services as these incidents would have a primary effect on the children's wellbeing in the long run. APEEE periscolaire also faces such incidents and a psychologist has been hired this school year to deal with these incidents.

Procedure on follow-up of complaints will be further discussed during the working group meeting on 6/12/2018. Proposal is made to inform the school when it concerns measures.

Proposal was made to develop a future campaign on diversity and tackling violence in general regarding all forms of bullying on color, race, disability and religion etc.

Action point: communication WG to discuss how diversity would be addressed to the school as a campaign.

APEEE to inform all parents who complain of the link of the school website to inform the school of violence in the bus. See link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=aeA505McU0OzBwsicDW6QqLb1JM4oz1HkDJiNYYEvMpUNEICMvhIODc2S1o1TIRUUVRMWVRSQVRWWi4u>

- c) Extra-curricular activities: during the supervision or the extra-curricular activities it happens that students are behaving badly or are disrespectful to the staff. Children sometimes suffer from peer pressure etc. A systematic approach might be needed since the topic is very complex and it's not easy to detect. It might be important to attract the attention of the school and share information. We are no experts, and therefore it's important to be in contact with psychologists (secondary and primary school). Proposition is made for the next Board to spend more time upfront on values in order to see how to work together in a respectful way.

Lights in the Dome on the sport fields: APEEE will lend money to the school for the installation of the lights in the dome. Draft agreement is being prepared. Money will be paid back to the APEEE by June 2019. APEEE asks to be able to use the Dome for the extra-curricular activities every school day until 18:30 further notice.

Action point: F. Tudini to sign the agreement on the loan with the school

III Discussion points and vote:

1. Annual general meeting:

- Next Annual General Meeting: The next general assembly meeting is scheduled on 24/1/2019 at 19:30 in the GASP meeting room at Charlemagne Center. All Board members have received a draft agenda for the next AGM updated with the following modifications:
 - Mr Marcheggiano, Secretary General of the European school and the Woluwe school management are invited at 21:45. Mr Marcheggiano is asked to speak about the future of the schools including temporary site. Mr Sharron, headmaster, is asked to speak about his legacy. They have both accepted. Mr Schmelz and Mr Arnedo are also been invited
 - For next Board, date of introductory meeting on Thursday 31/1/2019 at 18:30. Date of the first Board meeting on Wednesday 13/2/2019 at 19:00.

Question is asked why class representatives are requested to collect their ballots as of 18:30 if the meeting only starts at 19:30. It was agreed that the sentence on the invitation to collect the ballots will be rephrased into: "The ballots for the AGM will be available as of 18:30 for the Class representatives to be collected."

Proposition is made to shorten the time for the financial report to 30 minutes. Agenda will be revised

Decision: all members present voted in favor to adjust the agenda for the AGM according to the two modifications as described above. Final agenda is approved by the Board.

Ms J. Saarentalo-Vuorimäki, Board member for the FI section, with a 2 year mandate has announced that unfortunately she will not be able to continue her mandate. Mr J. Janss, Board member for the NL section, with a 2 year mandate has also announced that he will not be able to continue his mandate. Due to this the number of vacant mandates changes from 15 to 17.

The Board thanks Ms Saarentalo-Vuorimäki and Mr Janss for their time invested in the Board, their support and all the work done.

Following the resignation of Ms Saarentalo-Vuorimäki and Mr Janss, the number of vacant mandates has gone up to 17.

Decision: Board approves 17 as the number of vacant mandates.

The standard resolutions to be proposed at the AGM are discussed (resolutions 1 to 7).

Vote: vote is taken on the proposed standard resolutions (resolutions 1 to 7). All Board members present vote in favor.

Decision: the proposed standard resolutions (1 to 7) are approved by the Board.

Action point: The invitation with the agenda and the resolutions will be mailed to all the class representatives in December, once we have received the confirmation of the European Commission concerning the meeting room.

- **Approval of the electoral office for the AGM:** Approval of the electoral office for the G.A. The statutes stipulate that a minimum of 4 tellers is required for the electoral office. Ms Ieva Eggink, Ms Annakarin Hedin, Ms Katarzyna Horemans, Ms Johanna Saarentalo-Vuorimäki and Mr Johan Melander have volunteered to become members of the electoral office. Mr Johan Melander has volunteered to act as President of the electoral office.

Decision: The Board members approve the composition of the electoral office and the President thanks the members of the electoral office for their assistance.

- **Update on annual report:** At the moment no texts received for the annual report.
Action point: All working group coordinators are urged to send the requested texts to A. Galle **by Friday 29/11/2018 at the latest.**
- **Statutes and procedures:** at the October Board meeting B. Davidsson send a proposal to the board for enhancing the APEEE statutes and rules of procedures (RoP) in order to improve the efficiency, dynamics and transparency of the board in the future. A task force meeting was held on Monday 22/10/2018 during which the proposal was analysed and discussed. Following the task force meeting J. von Pfaler had prepared a slide presentation, which was mailed to all Board members.

The six topics discussed and voted at the Board meeting, were according to the original proposal:

1) **Structure and length of the Board mandates:** Statue Article 13 aims to lead to a situation where, at every AGM, at least half of the Board mandates are up for renewal. As a turnover of Board members, due to the complexity of school, it may have a negative impact on the continuity. It has been calculated that during the last 10 years, 2/3 of members leave the Board within two years. Discussion on the proposal with a suggestion for the next Board, to give a 2 year mandate to the 2 section representatives, and a 1 year to the "free" (or wild card) mandates.

2) **Proxy representation at AGM:** The APEEE statutes stipulate that a class representative may hold maximum 2 proxies for the Board elections and maximum 3 for any other questions (resolutions) with a suggestion to harmonise the number of proxies given. Noting that everyone (i.e. all parents) can attend the AGM, any change to the number of proxies would apply a change of AGM attendance. The change to the number of proxies would apply a change of AGM attendance. The discussion suggested to make the AGM more attractive and interesting in order to motivate parents to attend and make class representatives feel more a part of the school democracy. As everyone agreed that it was a good compromise, a decision is taken to keep the current system of number of proxies as is stipulated in the APEEE statutes.

3) **Presentation of the candidates for the Board at AGM:** On this working procedure a discussion was held on how candidate should be presented at AGM in case a candidate is not present at the AGM. In order to keep a professional line, it was decided that a Candidate cannot be presented by a member linked to the Board (current, outgoing or candidate). This decision was taken as a sign of courtesy and gentlemen's agreement to show professionalism without favoritism. When a candidate is unable to attend the AGM, it will be possible to present

themselves via a video (recorded or live), or be represented by another parent not linked to the Board.

4) Candidacy for the Board – deadline: Article 10 of the APEEE statutes stipulate that each candidate should send his candidacy if possible 48 hours before the AGM to the APEEE secretariat. As this time limit was introduced for purely organizational reasons, it was agreed to communicate this in a more clear and transparent manner to parents that everybody can stand for election at the AGM without any pre-registration.

5) Inactive Board members: Question on the reason how article 12b in the statutes on the absences of board members at the meetings is applied. Discussion and vote was not held on the topic at the Board meeting, but to be held at later stage.

6) Voting procedures within the Board: While consensus-based decisions are desirable, situations may arise when voting is necessary, e.g. election of members. The voting procedure can be an open (hand-raising) or a closed (paper-ballot). A closed vote is generally important for the dynamics of the group, where any sort of possibility for repercussions should be avoided. Discussion is held. **Decision** is taken that when it concerns a voting about people it will always be a close vote. For all other matters, when it's not person related, then it will be an open vote. In case one member asks for a closed vote it will be closed. All Board members voted in favor of a closed vote in case of internal elections. Furthermore, it was **agreed** to keep record of given votes to be kept by the secretariat for auditing purposes. It was also **agreed** to make the vote made public. It is proposed that any change to the Statute and RoP is put on the agenda of the next Board since the beginning of its mandate. Points 1, 3 and 6 above can be implemented immediately by adapting if needed the Internal Working Methods since they don't request changes to the bylaws.

2. Legal study regarding fifth school: Brussels needs a site for a new ES school. In order to ensure that the parents can fairly and effectively assess suitability of a potential school site, parents need to be aware of the relevant legal framework. Therefore a legal study has been requested which includes the following points:
- A full understanding of the planning process and requirements for consultation so that we may participate and raise issues at correct point in the decision making process.
 - The permissions from different authorities that are required e.g. fire safety, transport infrastructure etc. We understand there are multiple such permissions required, but we are also told that this is not always respected
 - The legal requirements in terms of facilities for a school site - such as open space, sports facilities, science labs etc. and with respect to the location of a new school
 - Health and wellbeing requirements especially with respect to pollution levels
 - The rights of teachers regarding say over change in working conditions

Discussion is held on the topic and how it's important it is to have a legal opinion ready as a tool to argue for or against a certain proposal. As an example from the past, the stair case in primary is mentioned. When we have the knowledge about the fact that the installation of a stair case which is not properly finished is illegal, then we are much stronger in our lobbying. The important thing is to have a tool to argue whatever we want to achieve. The timely action is essential. We suggest that we go through above mentioned topic and ask the lawyer to advice APEEE on the matter. Without a proper legal opinion we can't use the legal aspect in the arguments. It's not only about the proposition of the building at Arts-Loi, but for any school building which might be proposed. We should not forget that this might likely affect around 5000 students over 5 years.

A quote detailing works and estimation of the costs is provided by email to Jan von Pfaler. The estimated cost of the legal work is 8000 euro (excl VAT and peripheral costs). A budget of 12.000€ is proposed for the legal advice for the Arts-Loi project. Contact has been taken with the other APEEEs. F. Tudini informed that the Presidents of the other APEEEs have been requested to participate and could decide to spend up to half of the cost, which would mean that APEEE Woluwe might have a cost of 6000€. Ixelles has already confirmed its interest. Laeken will not participate at this stage, while Uccle has to confirm after its next Board.

Agreed with APEEE Ixelles to have a meeting with the lawyer on Monday 26/11 at 13:00 to discuss to working time. Proposition to have the work started as soon as possible.

Questions asked and opinions shared by the Board members are:

- Could the two legal advice projects (Arts-Loi and primary building heat) be merged? Reply by J. von Pfaler is given that these are two projects indeed are separate even of the some similarities. The original quoted total cost has been split into two separate projects. Splitting is necessary to allow for co-operation with other APEEEs.
- Opinion is given by a Board member that it's not needed to get a proper wider ranging legal opinion, but rather ask an external company (a building expert) to make an assessment on solely questions of the very narrow building related questions.
- Question is asked why we pay the same work twice; there are same things in the 2 advices. The reply given that the question was answered above.
- Question is asked on how the lawyer was chosen. Reply: the company has been regularly and satisfactorily used by APEEE Woluwe for various consultation since 2013 and was therefore the first choice for a quote due to advances of relaying on longer term business relationship.
- Question is asked in what field the law firm is specialized? A reference to the company presentation on web was made. The expertise of particular lawyers involved is described in the quote.

Comment is given that if the question is to receive a clear overview of the legal obligations than this study can do it. If the question is whether Arts-Loi will comply with all these rules, then a technical plan is needed and the premises should be visited.

In 2 weeks' time there's a BoG meeting during which may have critical role in setting steps forward. The sooner APEEE is in position to effectively argue for or against a proposition, the stronger its role is.

Comments are made by F. Tudini: "we are not given access to the building nor to the working group. The decision to invest this amount of money for a specific legal advice on Art Loi should be taken only once the decision is taken on the Arts-Loi. The RdB is in any case not allowed to propose a building which doesn't comply with the legislation."

The law firm should be able to deliver initial legal advice in time before the BoG meeting if project is started swiftly. Proposition is made to add to the scope the question, what's to be done in case the proposed building doesn't comply with the law.

Open vote is taken on the proposal: The Board authorizes a legal consultation concerning establishing a new school site, up to 12.000 € excl VAT.

Votes: 1 Board member voted negative, all other Board members voted in favor.

Decision: The proposal accepted.

3. Occupational health and safety regulation on Belgium: a legal study on work environment, wellbeing and safety regulation applicable to work places in Belgium is proposed. A specific question concerns the working conditions and protection of staff and pupils at the school due to the problem of overheating and poor air quality in the class rooms in the primary building at the school. All Board members had received a copy of the offer. A budget of 2000 € (excl VAT) was proposed by the law firm.

Vote on the legal study on the primary building at the school for a budget of 2000 € (excl VAT)

Open vote where all Board members present voted in favor.

Decision: Launch of legal study according to offer received for the amount of approximately 2000 € (excl VAT).

Meeting with the lawyer on Monday 26/11 at 13:00 securing no overlap between the two studies (on wellbeing and Arts Loi) will occur. J. von Pfaler, B. Davidsson and A. Dumitrache to attend. APEEE Ixelles will be represented as well.

IV Any other business:

1. Update from the WG & task forces:

- a. Education support: report was send to the Board and will be added as an attachment to the Board report for publication on the APEEE website. See link: <https://www.woluweparents.org/wp-content/uploads/2017/10/Report-II-Info-evening-Ed-Sup.pdf>
- b. Feedback from CEP&M: Report on the CEP&M meeting of 13/11/2018 was mailed to all Board members. Points discussed at the meeting were:
 - i. E-forms
 - ii. Number of pupils
 - iii. Cleaning of classes
 - iv. School development plan
 - v. Journée pédagogique
 - vi. Evacuation exercise
 - vii. Follow-up projects 2018-2019
 - viii. Well-being at the school
 - ix. Teachers secondment and replacement
 - x. Incidents in the bus
 - xi. Learning support
 - xii. Promotion of diversity at school
 - xiii. Participation P5 to graduation ceremony
- c. HSS working group: S. Khanboubi has volunteered to be the focal point for the topic on bullying

2. Points for meeting with school management on 23/11: points can be mailed to F. Tudini.

3. Interparents: feedback on Interparents: Information on Interparents will be mailed to the Board. Next Interparents meetings will take place on 29 & 30/11 at ES Mol.

4. School community building: S. Goonetilake informs about the volunteers project she's working on which as of now will involve parents, teachers and students together in order to obtain a maximum of result for the entire school community.

5. School entrance policy: postponed to the next Board meeting.

6. School debate: Friday 23/11 at 8:00 F. Tudini is meeting A. Cortes Flores, teacher at the school, concerning the organization of the school debate between students and parents on 17/12/2018.

Next Board meeting will take place on 18/12/2018 at 19:00 in the canteen of the teachers.