

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 11 April 2019 from 19:00 to 23:15
Location	: Canteen – Woluwe
Present (19)	: Tatiana ALMEIDA - Luís AMORIM – Vanessa AULEHLA - Anthony BISCH - Ana DUMITRACHE (left at 20:50) - Bengt DAVIDSSON (arrived at 20:55) - Sanjee GOONETILAKE (left at 20:50) – Giles HOUGHTON-CLARKE - Szilvia KALMAN - Natalia KARPENKO – Saïda KHANBOUBI - Roberta MAGGIO - Johan MELANDER - Minna MELLERI - Pia PISTOL DIBOINE - Andreas ROGAL (arrived at 20:30) - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER (left at 20:50)
Absent (3)	: Marius LAZDINIS - Akvile MOTIEJUNAITE - Elita PETRAITIENĖ
Others	: Anja GALLE, Director of the APEEE

I Agenda points:

1. Approval of the agenda: Agenda is approved with the request to move point on school community building as the first point of point II.
2. Approval of the minutes of the Board meeting of 19/3/2019: minutes are approved.

Information is given on the outcome of the survey which was held among the Board members on the timing of the Board meetings. Most of the Board members are in favor to end the meetings early therefore **it's decided** to set 22h30 as the target time.

Action points of the report of the Board meeting of 19/3/2019 are reviewed:

Action point done: data protection documents have been shared by J. Melander in a centralized folder on Office 365. Link has been mailed to the Board members.

Action point: CEES & CEP&M working group coordinators to define a common approach on how absences of teachers with intermediate length should be addressed. -> **A. Bisch and V. Aulehla will continue to discuss with their working group members and prepare a common proposal in order to have an informed discussion at the next Board meeting.**

Discussion is held concerning the assistance to parents / students who have complaints about the questions in the BAC. Such complaints are often with merit and require rapid redress by the BAC unit. VA has acted as point person for collecting these complaints and forwarding them to the BAC unit but is not able to do so this year. Options include requesting a parent volunteer, requesting complaints are forwarded directly to the BAC unit from Woluwe parents, using an APEEE resource to gather and process complaints.

Action point: J. von Pfaler and V. Aulehla to discuss the criteria needed in order to provide such a service for parents and students and prepare a proposal. A. Galle to check whether the APEEE secretariat can help with collecting of the messages of the parents.

Discussion is held on securing funding for installing a ventilation and air conditioning system to address the illegal heat levels in the Primary 3rd floor. Funds exist in the school budget, but in a different budget line.

However, there is a standard flexibility clause added in the budget, which provides the relevant threshold to be used for defining a substantial change:

- a) The first threshold ("internal flexibility") allows for a certain number of changes (maximum 20% of the total amount) within the envelope and between the different actions of the financing decision while the total amount of the envelope/financing decision remains the same.
- b) The second threshold ("external flexibility") allows increasing the total amount of the financing decision by maximum 20% of the total amount.

In this case we might be in the first situation because we need to "only" re-allocate amounts between the different actions/budget lines while keeping the total amount of the budget unchanged. Thus, if the cumulated "decreases" corresponding to the cumulated "increases" are within the threshold of 20% of the total amount of the budget the modification can be done directly by the authorizing officer.

Action point: G. Houghton-Clarke to talk to A. Mees to check whether the cumulated decreases corresponding to the cumulated increases are within the threshold of 20% of the total amount of the budget.

Action point done: APEEE secretariat to look at possibility how to simplify the voting process via the doodle function. -> voting process can be simplified by the use of EU Survey or via the use of Doodle.

Discussion is held whether the voting process should be anonymous or not. Question is asked whether the results of the voting should be seen during the voting or after the voting?

Vote is taking on the following: do we agree to use the Doodle system for open votes which allows the results to be seen during the vote: **12 votes in favor**

Decision: use the Doodle system for open votes

Decision: use the EU Survey for closed vote.

In principle closed votes will be published after the vote is complete, including how people voted, unless these votes are for Board officer positions. In such cases there is a need for a control process via the tellers.

Action point: F. Tudini to prepare procedure proposal for the working methods

3. Meetings & attendance question: the upcoming meetings are:
 - a. On 12/4 SAC meeting at 8:30. G. Houghton-Clarke, V. Aulehla and B. Davidsson to attend.
 - i. Point to be noted for the SAC meeting on 12/4-> to ask the question to the school why there is no report on the absence of the teachers in primary. In the activity report of 2018 there are no statistics on the absences of the teachers in primary. Proposition is made to ask the school whether it would be possible to receive some meaningful data per section (i.e. to know the hours which were lost and not just replaced).
 - b. Next Board meeting is scheduled on 7 May. This is very close after the Easter holidays.
Decision is made to change the May Board meeting to Monday 20 May 2019.

Action point: A. Galle to send a confirmation message to the Board that Board meeting has been postponed to Monday 20 May.

II Round table of working groups: update

1. School community building: the priorities for the school community building were mailed to the Board members today. The priorities for 2019 presented are:

- a. Continuous respectful dialogue with the teachers on educational and pedagogical needs of the students outside the classrooms.
- b. Support for existing teacher run clubs and events like Media Club, Debate Club, Feminist Club, Ecology Group, School Choir, Jazz club, Footfest, Spring concert, Gala concert etc.
- c. Support for large-scale school projects like BRUMUN and Science Day/Symposium
- d. Support for intersectional projects
- e. Organization of appreciation events like Teacher Appreciation Day and celebrating those who have contributed greatly to the school community
- f. Support the school community by disseminating information about events and achievement by means of a newsletter etc.-> **Action point:** to be thought through by the Communication WG.
- g. Creation of an Inter-APEEE network on school community building and sharing of best practices
- h. Conducting a survey to connect with other parent volunteers

Decision: a mandate is given to the School community building WG to pursue the 2019 priorities.

2. Interparents: update is given on the Interparents meeting which took place in Varese on 4 and 5/4/2019. The following topics were discussed:
 - a. Financing in the European schools concerning the seconded teachers: The target is to achieve 70% seconded teachers (currently 59%).
 - b. Recruitment of the teachers: more will be paid to teachers in Germany & Luxembourg, there will be more middle management hired.
 - c. The new marking scales

V. Aulehla informs about the meeting she and G. Houghton-Clarke had on the locally hired teachers and seconded teacher representatives. It is likely that next year there will be a requirement to increase the share of seconded teachers, therefore we may expect an impact on locally recruited teachers.

Discussion was held how to support the locally hired teachers and how to inform the parents' community about the situation.

3. CEP&M: information is given on the CEP&M meeting of 9/4/2019. The following topics were discussed at the CEP&M meeting:
 - a. Infrastructure: overheating in primary building - a test is being conducted using solar film on windows to cut down on heat transferred into the building.
 - b. Before the retention letter the parents will be invited by the school for a meeting.
 - c. Impact of the Brexit: no impact yet - needs further explanation

Action point: A. Bisch will send the minutes of the CEP&M meeting to the Board.

4. CEES: the investigation into streaming has been completed by the task force. A report will be circulated to CEES in a few days, which once considered, will be passed on to the full board
5. Canteen: Report of the canteen working group meeting of 2/4/2019 has been mailed to the Board.
 - a. Discussion is held on how and if to service children with allergies. Different positions are outlined. It's important to reconfirm that the APEEE is compliant with the law on allergens. Task force has been created to discuss this further, composed of: G. Houghton-Clarke, B. Schmidbauer-Mogensen, S. Goonetilake, etc.
Action point for chair to organize a TF meeting.
 - b. Proposition to change canteen service supplier from Atalian to Group Cleaning, due to service issues with the current supplier. References have been taken up for Group Cleaning and are positive. The option of hiring staff directly by the APEEE was reviewed, but found to be more expensive and entailing greater logistics complexity so rejected.

The proposal has already been reviewed and approved by the Budget group. The contract has been reviewed and amended by the APEEE lawyers and will be fully compliant with APEEE policies and procedures.

The contract will be prepared by the APEEE and reviewed by our lawyers and require full compliance with APEEE policies and procedures. It will also include a requirement for customer feedback measures to be implemented and entail KPI targets which will be monitored."

Confirmation is given that there's no conflict of interest, meaning that nobody from the Board has connections with GroupCleaning & Services.

Vote is taken on: change the canteen service supplier for next school year. All Board members voted in favor.

Decision: Board agrees to change service supplier to GroupCleaning & Services for next school year.

6. Transport: information is given concerning bus incident and child getting unwell when arriving on the bus parking. This happened in the morning when the school nurses were not yet at the school. The school was informed about the incident. Question was asked to the school management whether the timetable of the school nurses could be adjusted. School management replied that this is not possible. The issue will be addressed in the SAC.

On the APEEE website the procedure on the medical assistance during the APEEE services are published. See link: <https://www.woluweparents.org/en/action-hub/rules/>

7. Extra-curricular activities: information is given that the priorities are finetuned and deadlines are set. 3 top priorities were selected:
 - a. Q&A on registration policy to be created
 - b. The open doors day: organize more workshops, and inform that the monitors are available in the cafeteria to reply to the parents after the workshop
 - c. A better presentation of the activities: a short bio on the teacher will be added on the website
8. IT group: an IT working group meeting took place on Thursday 4/4/2019. During the meeting the mission is outlined: "digitally transforming Woluwe APEEE in order to deliver better service to our customers and stakeholders. »
 - a. GDPR policy will be reviewed with respect to retention of data by board members (under what conditions) and the process for reporting data breach in the event of loss of a mobile device containing APEEE emails etc.
 - b. Developing an App to access key APEEE services - will be reviewed in conjunction with the Communications WG
 - c. Improve internal processes: budget follow-up, invoicing, paperless invoicing. In the future if you would like to receive your invoice via postal mail you will have to ask for it. All invoices will be emailed in the future.
 - d. Cashless payment to be installed. Question is asked in case a parent doesn't pay its membership fee should the parent get a card for cashless payment? To be discussed.
9. Health, Safety & Security WG:
 - a. School substance policy: information is given on the background. Voting was organized on the zero-tolerance policy and Board voted in favor. Working group now needs to discuss what this vote means in practice. Proposition is made to prepare all the input on the measures on turning the vote into a practical reality by the week of 6 May.
 - b. Feedback on letter sent to Mr Beckmann and Commissioner Oettinger regarding the 3rd floor problem in primary building.

- c. Info is given on the participation of the APEEE to the HSS working meeting of the school. Proposal is made to discuss this with the HSS prevention officer on the level of the Secretary General.
- d. Info is given on the enlarged HSS meeting which the school organized on 1/4/2019. P. Pistol, A. Galle and R. du Molin attended the meeting. Point for the SAC meeting is the common access policy and the working group which Mr Sharron proposes to organize with the APEEE.

10. Communication WG: Meeting to be organized after the Easter break by A. Rogal.

11. Budget WG:

- a. EE Science symposium 2019: request for sponsoring for the EE Science Symposium 2019 was mailed to the Budget working group. This is an Open Science competition for students from S1 to S7, European Schools. Students, individually or in groups, supervised by a teacher or mentor, are encouraged to work on a project of their choice.

This year, the science competition will be organized at ES Mol from 31 March to 3 April 2019 and 10 students from our school are participating.

In the past, the cost of this activity was always divided between APEEE, School and the individual parents (1/3 each). The same repartition is asked this year. The total cost is 1440 euro, which is divided between school, individual parents and APEEE.

Which means that the cost for the APEEE is **480 euros. The Budget working group has approved the request.**

- b. Incasso bureau: The APEEE has outstanding invoices of about 4 000 euro to be paid by families for the school year 2017-2018. In the past, the families received several payment reminders, and then eventually the dossier was given to a bailiff and a lawyer. This was rather expensive. Now proposal is made to turn the files to an Incasso bureau who will contact the families for the payment. **The budget group approved the use of an Incasso Bureau to collect the unpaid bills.** The general terms and conditions will have to be added to the invoice.
- c. Information is given that all budgets request from the working groups should be done by May 2019.

12. Enrolment policy WG: at the welcome coffee morning on 5/4 the info was given by the school that they are not always informed by departing parents that their children will be leaving the school, therefore class sizes for the new school year are incorrect, contributing to .the time tabling problems. APEEE proposes to help the school get this information by contacting class parents for this information.

Action point: F. Tudini to prepare communication and process.

13. Active community WG: postponed to the next Board meeting

14. Educational support working group: The Educational Support Working Group (ESWG) held its first official meeting of this term on Friday, 29/March, at 12h30. Manuela Caramujo, who previously coordinated the ESWG, was invited to join and, together with Miguel França, a long-time volunteer parent working with the ESWW, will keep collaborating in the group's dialogue and activities. Manuela kindly offered an overview of the past work of the group and the different topics currently on the table.

The ESWG will prepare its list of priorities for the next Board meeting on 20 May 2019.

15. Compliance & risk assessment group: a meeting will be organized after the Easter holidays.

16. Task forces:

Mobility programme: the format is currently restricted. The APEEE only helps to find host families. The legal advice is that we should not find host families for the students because we can't do a background check. Therefore, the APEEE should only put the parents in contact with each other. APEEE will clear up the legal situation with its lawyer.

III Discussion points and vote: no points for discussion or vote listed.

IV Any other business:

Reservation meeting room for AGM of 23/1/2020: the reservation of the meeting room GASP at the Charlemagne Center has been done for the organization of the next AGM on Thursday 23/1/2020. Commission will send approval of the reservation 6 weeks before the event.

Welcome cocktail for new parents September 2019: the school is withdrawing from the event. It was agreed that APEEE needs to establish to what extent the school wishes to participate. F. Tudini to discuss with A. Dumitrache and follow-up with school management.

Report on passed meetings between March & April Board meeting:

Data protection: Question is asked whether the document clarifying the do's and don'ts can be circulated to the Board members? Can it be attached to the Board minutes?

Next Board meeting will take place on 20/5/2019 at 19:00 in the canteen of the teachers.