

APEEE BXL II – WOLUWE BOARD REPORT

Date	: 17 September 2019 from 19:00 to 22:35
Location	: Canteen – Woluwe
Present (19)	: Tatiana ALMEIDA - Luís AMORIM - Vanessa AULEHLA (left at 22:15) - Bengt DAVIDSSON - Ana DUMITRACHE (left at 21:09) - Sanjee GOONETILAKE – Giles HOUGHTON-CLARKE - Szilvia KALMAN - Natalia KARPENKO - Marius LAZDINIS (left 22:35) - Johan MELANDER - Minna MELLERI (left at 22:00) - Akvile MOTIEJUNAITE (left at 22:35) - Elita PETRAITIENĖ - Pia PISTOL DIBOINE - Andreas ROGAL - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER
Absent (3)	: Anthony BISCH - Saïda KHANBOUBI - Roberta MAGGIO
Others	: Anja GALLE, Director of the APEEE Alma KALLSTENIUS, Brumun Board Secretary general Emma DONATELLA, Brumun Coordinator Anyta STAUDENMAYER, Deputy secretary general Hugo STANBURY, CDE President Levin MEINKE, last year's Vice President of the General Assembly

I Presentation BRUMUN:

Presentation given by Alma Kallstenius – Deputy Secretary-General, Anyta Staudenmayer - Deputy-Secretary General, Emma Donatella – Brumun Coordinator, Hugo Stanbury (CDE President and last year's President of the Brumun General Assembly), and Levin Meinke (last year's vice president of the General Assembly).

BRUMUN stands for Brussels Model United Nation and it is EEB2s version of a model united nations. A model United Nations is basically a simulation of the real United Nations. It is an outside of school event specially designed for students aged 14-18 to help introduce them to global issues and teach them life skills such as public speaking, organizing, communication, writing, working under pressure and that is only mentioning a few.

Information is given by the students how the Brussels Model United Nations conference works. They shared their experience of the BRUMUN. The experience of interacting with other nationalities and cultures has been very valuable for them. Besides that the Brussels Model United Nation Conference creates many opportunities and the experience of participating in such a conference is extremely rewarding and enriching, it also helps them to improve their speaking skills. More information on their website: <http://www.brumun.eu/>

The next BRUMUN will be organized from 31 March until 3 April 2020. Request is made for financial support for BRUMUN 2020 for 6000 euro. The financial projections presents by the team are for the project to break even.

G. Houghton-Clarke thanks the students for the presentation and congratulates them with their achievements in the BRUMUN.

A vote is taken on whether the APEEE Board agrees to provide the BRUMUN organization with financial support. It is agreed to provide a 6000 euro loan which will provide needed working capital for the project (costs arrive before delegates pay revenues, in particular the major cost of the venue, which must be pre-paid). This loan is to be repaid out of BRUMUN revenues. The APEEE agrees that in the unexpected event that BRUMUN makes a loss, the APEEE is willing to contribute up to the full amount of the loan to help cover for the loss. APEEE has opened a bank account for the BRUMUN organization through which the bank transactions can be made. Board member J. von Pfaler is the treasurer for the BRUMUN organization and will overview the transactions.

Vote: vote is taken on providing a 6000 euro working capital loan and back stop to the BRUMUN organization. All present Board members vote in favor of this proposal.

Decision: APEEE will provide a 6000 euro working capital loan and back stop to the BRUMUN organization.

II Agenda points:

1. Approval of the agenda: Agenda is approved taking into account a point on Portuguese teacher under CEES and a point on the bathrooms in primary under CEP&M.

President informs that M. Lazdinis, Board member and Treasurer will leave the school, but has kindly agreed to continue to help with the APEEE financial accounts and the budget. The Board thanks M. Lazdinis for his generosity in agreeing to continue to perform his role and accepts his offer in order to keep continuity until the AGM in January 2020.

2. Approval of the minutes of the Board meeting of 19/6/2019: minutes are approved taken into account 2 modifications to the following paragraphs of the Board report:

On page 1 point I.3a.

Question is asked to whom one should send questions on for example how are secondary teachers evaluated on their language skills? Recommendation is given to send these questions to the CEES working group. Future questions on similar topics are to be sent to the CEES working group.

On page 5 point I.3a.

Mobility programme: our school has reduced the programme to its bare minimum (only long exchanges in S5), and therefore not many students can attend (roughly half a dozen per year). Proposition is made to work on a proposal for the school to be more flexible, on the basis of a survey of parents on what they expect from the programme.

Vote is taken on the Board report of 19/6/2019: 1 abstention, and approval by all other present Board members.

Decision: Report of the 19/6/2019 Board meeting is approved.

Information is given that all Board minutes are published on the APEEE website and are therefore a public document. It is agreed that as the key document of record for APEEE decisions, debates and actions, they should be concise summaries that capture the essence of each topic, in the nature of normal meeting minutes, rather than verbatim records.

The point is made that there may be value in nevertheless capturing the full discussions and it is therefore proposed that the recordings of meetings are stored for APEEE access or some other mechanism is created for this purpose.

It is discussed that Board members may request for specific points to be registered in the minutes or written reservations against a decision they do not agree with, but on which they have been outvoted.

It was requested that minutes be produced and circulated more quickly after meetings

3. Meetings & attendance question: the upcoming meetings are:
 - a. School management meeting on 19/9 at 8:30: G. Houghton-Clarke, B. Schmidbauer-Mogensen and J. Melander to attend. Board members are welcome to send suggestions for topics to be addressed at that meeting to G. Houghton-Clarke.
 - b. CEES meeting on 24/9/2019
 - c. SAC meeting on 30/9/2019
 - d. School CA meeting on 30/9/2019
 - e. CEA meeting on 30/9/2019

Proposition is made to invite Ms Malik to the 8 October Board meeting. Discussion is held what topic to discuss with Ms Malik at the October Board meeting.

Action point: Board members are invited to send suggestions for topics to T. Almeida.

Action point: G. Houghton-Clarke to invite Ms Malik to the Board meeting of 8/10/2019.

II Round table of working groups: update

1. Interparents: following points were discussed:
 - Written procedure is launched by Interparents on changes to the Interparents statutes: the information on the written procedure has been mailed to the Board and vote per school is needed within 14 days. The changes are clearly indicated in track changes. **Action point:** A. Rogal send the board's assent to the statute changes if no communication to the contrary is received within 14 days.
 - CEP&M: on the school calendar it's indicated that the next CEP&M meeting is on 15 October 2019 at 17:30. This has to be confirmed. Info is given that parents have mailed their concerns on the hygiene situation in the primary bathrooms to Mr Arnedo. The Director of primary has informed that the soap has been made available. This will be followed up in the CEP&M meeting.

Info is given that in primary not all classes receive the same level of communications from the teachers and especially for new parents and pupils this is important. It is therefore proposed to raise sharing best practice on this issue at the next CEP&M meeting.

2. CEES: next meeting will be on 24/9.
Board members have received list of questions for Mr Schmelz and have until Friday 20/9 to give their input.

Information is given concerning a teacher in the Portuguese section who has not received the expected number of hours and whether this is related to the new Board of Governor decision to replace locally hired teachers with secondments up to a 70:30 balance.

Action point: G. Houghton-Clarke, V. Aulehla and B. Schmidbauer-Mogensen to have a new meeting with the locally hired teacher reps.

Career guidance: question is asked about whether the number of hours for career guidance can be increased. This will be addressed in the CEES.

Action point: CEES Work Group to address

Mental wellbeing for the students after they have left the school. Proposition is made to work with the school to launch a survey of students who have left to assess their experiences, wellbeing and feedback on university and course choices.

Action point: CEES Work Group to address

3. Canteen: following topics are discussed:

- a) The overall overcrowding topic at the canteen: About 2500 students are registered for the canteen 2019-2020 (this number can still change). Last year there were 2333 students registered for the canteen. This has resulted in an overcrowding problem with insufficient time to clear tables between the departure of P3 and arrival of S1 pupils. A meeting with the school management took place on 16/9/2019 to discuss the topic and look for solutions. A number of options are being considered and for the time being P3 students are arriving and leaving slightly earlier thanks to the intervention of the Primary Director. However this situation will not be sustainable in future if there are any more pupils at the school. APEEE has therefore asked the Primary Director whether timetabling changes can be made to allow an earlier canteen time slot for some primary classes. The Board agreed that in case of needing to limit access to the canteen service, the APEEE will prioritize pupils first, which may impact on its ability to serve teachers. Nevertheless the APEEE is committed to finding a solution to provide teachers with meals and will work with the school management to find a solution.

Action point: to develop solutions within the canteen sub group on space, led by B. Schmidbauer-Mogenssen. A. Motiejunaite and T. Almeida are volunteering to help. A meeting will be scheduled on site to observe the canteen situation and discuss solutions.

- b) Vending machines: school has ended the contract on the vending machines and the machines have been removed from the school. The APEEE cafeteria has changed opening hours in order for the students to come there as of 8:30. A lot of students are going to the cafeteria to buy drinks and food, and at certain moments the space in the cafeteria is overcrowded.

Action point: organize meeting with Albert Mees on budget following the ending of the vending machines.

- c) Allergens action plan: update is given on the allergens action plan which is being put in place: menu is published on the APEEE website with the allergens noted 2 week in advance. TV screens have been installed in the canteen of the students and in the canteen of the teachers on which the information on the allergens is published. A text with information on how a change in the menu, which might happen due to unforeseen circumstances, will be communicated to the parents and students will be published shortly on the APEEE website.

The canteen working group coordinator has reservations concerning the 2 week publications of the allergens as it is making it difficult or sometimes impossible to work on new bio products with a short expiry date

5. Transport: meeting next week. Next transport working group meeting will be organized on Tuesday 24/9/2019 at 12:00 in the Titanic meeting room. The topics on the agenda are: Financial accounts 2018-2019, the budget 2019-2020, as well as discussion on set of criteria for the creating of bus stops.

6. Extra-curricular activities:

- Info on the activities **2019-2020 (these numbers will still change during the month of September)**
 - Number of extra-curricular activities: 48
 - Number of extra-curricular activities organized per week: 309
 - Number of students registered for the extra-curricular activities: 1371
 - Number of registrations: 2773
 - Number of students registered for the APEEE supervision: 366
 - Number of registrations for the APEEE supervision: 797
 - Number of monitors working for the extra-curricular activities: 66
 - Number of supervisors working for the APEEE supervision: 20

- Letter will be mailed to the parents to remind them to check their registrations and to cancel in time, in case they want to cancel an activity or otherwise they will have to pay a pro rata fee.

Action point: F. Tudini to prepare the letter to the parents

7. IT group: information is given that a maintenance contract has been signed with an IT supplier in order to assist the APEEE administration on the day to day business on the IT front. Furthermore, in order to further map out the IT strategy for the APEEE a workgroup has been established, including parent volunteers to prepare business requirements and identify options. As a first step an audit of all current IT systems and functionalities has been commissioned. Following the result of the analysis a decision will be taken on how to move forward.

Action point: J. von Pfaler to send info to A. Galle on the problems with access to his woluwe-parents.org account. IT company will be asked to fix the access problem.

8. Health, Safety & Security WG: The results of the Wellbeing survey conducted last school year amongst pupils are being analyzed together with school and student representatives. It is anticipated that an initial summary of the findings will be released to parents, teachers and pupils, with an info meeting arranged shortly afterwards.
9. Communication WG: proposal to send a newsletter to the parents within the next weeks. Board members are invited to send their articles to A. Rogal.
10. Budget WG: the members of the Budget working group have been invited to the meeting of transport on 24/9 and the canteen meeting on 3/10/2019. During these meetings the budget of transport and canteen will be discussed. E. Van Dijck, Manager Administration & Finance has already mailed the financial accounts 2018-2019 to the budget working group members. These accounts will be discussed during the canteen & transport meeting as well.
11. Enrolment policy WG: **on 14 October at 14:30** a meeting will be organized by the CEA for brainstorming on the guidelines of the 2020-2021. On 22 October at 9:30 the finalization of the brainstorming session on the 2020-2021 Registration Policy Guidelines will be held. For 2019-2020 510 places were offered to new students at our school. Now there are 3180 students enrolled at our school.
12. Welcome policy working group: welcome cocktail was organized on Tuesday evening 10/9/2019. Special thanks to A. Dumitrache for organizing the event, to all the Board members who attended and everybody from the APEEE staff who helped out during that evening. Ms Malik and Mr Houghton-Clarke gave a speech to the new parents. Then parents could ask questions to the different services, and continue to network while having a drink offered by the APEEE kitchen team.
13. Active community WG: Lithuanian section organized on 11 and 12/9 a project for Secondary and Primary students on deportations based on ethnic persecution. Author of the book 'Siberian Haiku' Jurga Vilė and illustrator Lina Itagaki have presented the story. The comic style book is based on a true story about deportations to Siberia during World War II and after it. The deportations were Soviet Union tactics to achieve Russification of its occupied territories in the Baltic nations.

French description: <https://lituanie-culture.blogspot.com/2019/03/haikus-de-siberie.html>
English description: <https://www.ibby-europe.org/node/434>
14. Educational support working group: meeting will be organized soon. Preparation needs to be done for the info session in November.

15. The school community building working group: Below overview of school community building events which took place and/or planned:

1- Farewell to Mr Kehoe - Friday 5 July at 11 am

Mr Kehoe is a legend and left his mark at the EEB2. He had started the debate club, the media club and the the first ever Model United Nations conference in a school in Belgium. He had prepared the way for the third edition of Brumun before his departure.

We organized a surprise Goodbye for him in his classroom when he had to hand over his keys and leave the school. The school management, the CDE students who had been in all his clubs and APEEE organized it last minute.

APEEE presented him with a souvenir of Brussels as a token of appreciation and a card. Lea Andries (School) , Giles Houghton-Clarke (APEEE) and Hugo Stanbury (CDE) gave speeches. Mr Kehoe was overwhelmed and it was an emotional goodbye.

2- International Teacher Appreciation Day - October 5. To be celebrated on Friday October 4. A list of events to be organized. (All the board members to be involved).

16. Compliance & risk assessment group: postponed to the next Board meeting.

17. Task forces:

Mobility programme: special thanks to A. Rogal for all his work and input to help exchange students coming to our school. His help is very much appreciated.

Arts-loi: no new information available.

III Discussion points and vote: no information to share

IV Any other business:

Annual general meeting:

- Planning and who to invite for the G.A. 23/1/2020 at 19:00: next AGM will be organized on Thursday 23/1/2020 at 19:00. 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 Board members to think about this and have a proposal ready by the next Board meeting.
- Resolutions? question is asked whether the Board wants to propose any resolutions at the AGM? Concerning the resolutions it's important to know that in case amendments want to be proposed to the APEEE statutes or rules of procedures, certain deadlines need to be taken into account:
 - 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 2018-2019 (planning): a copy of the financial report 2018-2019, as well as the budget 2019-2020 will be prepared and send to the Board members by October. Auditor will start the audit and finish the audit in November. Ms Divers, 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.

- Annual report 2019 (planning): All Board members will receive a copy of the annual report 2018 as an example in order to prepare for the annual report 2019. Each working group responsible is asked to send their text to A. Galle by 6 November 2019.

Action point: texts for the Annual report 2019 to be mailed to A. Galle **by 5 November 2019** so that the report can be prepared.

Next Board meeting will take place on 8/10/2019 at 19:00 in the canteen of the teachers.