

APEEE BXL II – WOLUWE BOARD REPORT

Date	: 19 June 2019 from 19:00 to 22:35
Location	: Canteen – Woluwe
Present (15)	: Luís AMORIM - Vanessa AULEHLA - Bengt DAVIDSSON - Sanjee GOONETILAKE (left at 22:25) - Giles HOUGHTON-CLARKE - Marius LAZDINIS - Saïda KHANBOUBI - Roberta MAGGIO - Johan MELANDER (left at 22:15) - Minna MELLERI (left at 22:00) - Elita PETRAITIENĖ - Pia PISTOL DIBOINE - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER (left at 19:30)
Absent (7)	: Tatiana ALMEIDA - Anthony BISCH - Ana DUMITRACHE - Szilvia KALMAN - Natalia KARPENKO - Akvile MOTIEJUNAITE - Andreas ROGA
Others	: Anja GALLE, Director of the APEEE

Board members are saying goodbye to a former Board member Manuela Caramujo who's leaving the school. M. Caramujo was very active on educational support and on many more topics such as substance abuse policy. The Board is very grateful for all the work she has done for the APEEE and the school community.

I Agenda points:

1. Approval of the agenda: Agenda is approved which confirms the dates of the next Board meetings: **17/9/2019, 8/10/2019, 21/11/2019, 19/12/2019.**
2. Approval of the minutes of the Board meeting of 20/5/2019: minutes are approved.
3. Meetings & attendance question: the upcoming meetings are:
 - a. SAC meeting on 20/6: B. Davidsson, G. Houghton-Clarke and B. Schmidbauer-Mogensen to attend.
Points to raise at the SAC:
 - to organize the future Footfest events on a 9th of May.
 - Ask for a weekly written update on the works done on the installation of the speed gates during the summer holiday.

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 send to the CEES working group.

- b. Meeting with Commission PMO on 28/6 at 9:00: 4 APEEEs will attend, A. Galle and HH. Nguyen will represent APEEE II.
- c. CEA meeting on 1/7/2019. F. Tudini will attend.

Recap of meetings which took place over the past month:

- a) Bureau meeting: the Bureau worked on the canteen organization in preparation for the retirement of the Canteen Manager at the end of September 2019. A Consultant has been invited to advise on the canteen management structure.

The IT staff member who also works part time for extra-curricular activities, has made a request to work full time again for the extra-curricular activities department. A recruitment process has been launched for a replacement. APEEE Ixelles informed that they could be interested for sharing the IT position half-time, but they can only confirm this in October.

- b) On 4/6 P. Orlovski, A. Galle, G. Houghton-Clarke, J. Melander and Frank Charlier (IT school) met with the company DAO systems concerning the cashless payment & registration system for the canteen and the cafeteria. Following that meeting DAO have sent an updated price offer. A visit to view the DAPO system in action at EEB4 will be arranged with the EEB4 APEEE once it is up and running.
- c) Meeting with MCH concerning the installation of the TV screens in the canteen. B. Schmidbauer-Mogensen, G. Houghton-Clarke, P. Orlovski and A. Galle met with MCH to discuss in detail where the TV screens should be installed and what kind of TV screens are needed. Cabling will have to be provided to connect the APEEE canteen computer network with the APEEE computer network in the offices in the prefabs. APEEE is awaiting the updated price offer of MCH.
- d) Access policy working group meeting organized by the school took place on Friday 14/6/2019. J. von Pfaler and A. Galle attended. Other participants: Javier Arnedo, Frank Charlier (IT school), Albert Mees, Marina Keogh (Commission Garderie), Thierry Brion (Head security), Thierry Vande Capelle, Jan von Pfaler, David Hoeven (Project Manager Technologoy for Securitas), Antonio Miraglia (Sales Manager BU Technology South Securitas), Anja Galle

Objective of the meeting: to inform the different stakeholders about the progress of the access control project 2019 for EEB II

- e) The school will be installing access control speed gates with security passes for pupils and school staff. The APEEE hopes to participate in the security pass system for its own payments system and for monitoring usage of its canteen, transport and activities. Data sharing and GDPR were discussed in this context. APEEE awaits final confirmation from school

The 3 speed gates will be installed during the summer and all works are planned to be done and finished by 25 August 2019.

Timing concerning the use of the entrance cards: school foresees to implement the card access control after All Saints holiday for the students. The cards for the staff and teachers should be available during the month of September 2019.

Albert Mees informed that the school will wish to scan pupils security passes on the bus parking, when they arrive in the morning and leave in the afternoon. Details will need to be worked out with the APEEE

- e) Meeting on Delivery procedure document was organized on 19-6 at 13:00 in the APEEE office: G. Houghton-Clarke, A. Galle, D. Vincent, Thierry Vande Capelle, and Isabelle (Securitas) attended. During the meeting the document with the delivery procedure proposed by Mr Simenon, Prevention Advisor at the Secretary General Office, was discussed and all concerns of APEEE for the delivery procedure especially for the canteen were outlined. Document with APEEE remarks will be mailed to Thierry Vande Capelle, who will add his comments and solutions, and will then present to Mr Simenon. Works for the installation of the speed gate at the canteen will start on 22 July and end on 25/8/2019.

II Round table of working groups: update

1. Interparents: following points were discussed:
 - a. The letter on the new marking scale by the 4 APEEE Presidents: the content of the letter has changed slightly. The other schools have circulated it to their Board.
 - b. BAC: there were a couple of complaints on the BAC exams of Maths 5 and biology for ES Woluwe. 11 complaints on history and 24 complaints on biology for all the ES schools. Feedback will be given to the parents who have send a complaint.
2. CEP&M: the next CEP&M meeting might be on 1 July 2019. This has to be confirmed.
3. CEES: during the CEES meeting on 13/6 following points were discussed:
 - a. APEEE questioned whether all was in place for the introduction of the New Marking Scale (NMS) to years S6-7. It was confirmed by teachers that the syllabus has not been completed for science and maths and there is no marking guide as of yet. This was felt to be unfair to pupils and teachers. APEEE also requested data on the application of the NMS vs the previous approach for years S1-S5. Evidence has been received that there remain significant variations between subjects and sections.
 - b. Streaming: Mr Schmeltz made the decision, after consulting the teachers, to continue with streaming and be more clear about the approach. In the first 3 days of S1 there will be a test for all S1 students. Parents are asked to accept the test results and subsequent school decision as final. Nevertheless the school will aim to open as many native speaker L2 classes as are needed, a change from the present where there is only 1 class. APEEE agreed to support the school in this decision.
 - c. Tablets: a working group has been started to analyze the proposal to give all students tablets.
 - d. Derogations: it was agreed that the proposed derogates will be reviewed by Mr Schmeltz and Mr Sharron.
 - e. S5 Students have requested to have an extra weekend to study for their final exams. APEEE to consult parents on this
 - f. Vending machines: the school has stopped the contract for the vending machines.
 - g. Letter from the pupils to the school management about their dissatisfaction about the dismissal of the school psychologist. The teachers insisted on knowing on what law the dismissal has been carried out. Was there a "faute grave" or not? The topic will be brought up at the SAC meeting again. Question is asked on what the view of the Board is on this. The Board is of the opinion that its' role is to ensure that any such decisions are taken properly and in line with regulations. Following what we heard from students and teachers the due process was not followed and this should not occur anymore in the future. Board agrees that message at the SAC meeting should be that we want to make sure that in all cases the right process is followed.
 - h. Substance abuse: the final draft had been submitted to the school management in May. Mr Sharron doesn't feel comfortable with the draft and has passed it on to the new Director.
Question is asked whether the Board wants to forward the final draft to the SAC members? All Board members agree to send the document to the SAC members.
Action point: B. Davidsson to send the final draft to the SAC members.
 - i. Wellbeing survey: the results might be ready by fall 2019.
4. Canteen: With the departure of the Canteen Manager in September 2019 due to pension, a consultant was invited to review the management structure, salary scheme and approach on allergens. He then worked without extra cost to also review the functioning of the canteen organization. The report of the consultant raises points on for example:
 - a. Direct contact with the suppliers versus wholesalers
 - b. The food cost seems low and calculation is not clear
 - c. Bio homemade versus prepared dishes
 - d. Need for clear guidelines on food purchasing

The recommendations of the consultant will be discussed in the Canteen WG in September.

Info on the allergens: a meeting of the Allergens task force took place at the APEEE office on 4/6/2019. The meeting reviewed all aspects of the current way the APEEE informs parents, pupils, teachers and other users of its canteen and cafeteria about the allergens present in the food served.

A revised approach to sharing information about allergens has been prepared. It includes using symbols clearly displayed in the canteen to inform users about the allergens present in each dish served that day and listing the allergens on the canteen menu at least 2 weeks in advance. This was debated during the Board. Some Board members felt it would unduly restrict the freedom of the Canteen manager to change menu items at short notice and may impact on sourcing for ingredients. Other Board members prioritized the safety aspects.

Roberta Maggio wished to register in the minutes her objection to the way the decision had been taken, by the President and Vice President, rather than allowing the Allergens workgroup to process the issue above all for the part of the decision which has an impact only from September 2019. The reply was given that this was due to the necessity of acting quickly once external advice had been received to ensure the canteen is safe and legally compliant for canteen users

Vote is held on the content of the allergens action plan: 2 votes against, 1 vote abstained, all other present Board members voted in favor. Note - the Canteen WG coordinator had to leave right after the canteen information point and was not aware that the discussion continued, and a vote was spontaneously taken up.

Decision: the allergens action plan can be implemented.

5. Transport: all Board members received a copy of the transport green plan which was put together by R. du Moulin, Transport Manager. The report was discussed at the transport meeting on 18-6-2019.

Mobility is also linked to enrolment, and question is asked why house & school are not in line. Remark was made that the CEA should make more effort to admit children to a school nearby their home, and not have children living in Uccle attend the ES school in Woluwe. As is the case at the moment.

The objectives for 2019-2020 are: no more Euro3 buses. 10 buses EURO4 will be replaced by EURO5. By 2025 all EURO5 buses will be replaced and there will only be EURO6 buses. A sustainable bus transport initiative going beyond diesel was discussed. It was agreed this would be managed through the Transport WG, but also that this was a complex piece of work that would require specialist expertise to complete.

Commission/PMO: APEEE Uccle has received a letter from the Commission to reimburse 600.000 euro, and APEEE Ixelles to reimburse 200.000 euro to the Commission for over charged bus transport costs over the past few years. It's the first time that the Commission is sending these calculations based on the Commission regulations. APEEE II and APEEE IV have not received a letter with this calculation yet.

A meeting with PMO (M. Horatio Barata) will be held on **Friday 28/6 at 9:00**. All APEEE Directors will attend as well as the President of Ixelles. This mainly to discuss how the checkups / controls of the Commission are being done. To avoid the kind of surprise received by Uccle and Ixelles, EEB2 APEEE would like that the Commission checks every year for the past year, and not for the past 5 years.

6. Extra-curricular activities: information is giving on the following:
 - a. Brochure was mailed to the parents and at the same time the text on website was adapted in French and English. Special thanks to A. Sioen who has made this possible.
 - b. Budget periscolaire 2019-2020: meeting is scheduled with F. Tudini, E. Van Dijck, A. Jean-Villanueva and A. Galle on Thursday 20/6.

- c. Friday 28/6 a meeting for the extra-curricular activities working group will be organized to vote on the budget 2019-2020 extra-curricular activities. And discuss feedback on the registrations.
7. IT group: next meeting is scheduled to take place in September 2019.
8. Health, Safety & Security WG: a meeting will be organized before the summer holiday. Doodle will be send to set the date.
9. Communication WG: articles for the newsletter, which should be ready before the summer, are being prepared. All Board members are invited to send articles to A. Rogal asap.
10. Budget WG: budget working group meeting was organized in June. The agenda included:
 - a. Budget 2019-2020 for the extra-curricular activities
 - b. Reserves
 - c. Social fund
11. Enrolment policy WG: all Board members received a report on the enrolment policy WG which took place on /6/2019. 75 cases for 4 schools who should have registered, but who forgot, were discussed. In July there's another meeting of the enrolment policy WG.
12. Welcome policy working group: school is no longer involved in the organization of the welcome cocktail at the beginning of September. The APEEE will organize a welcome cocktail for the new parents on 10/9/2019.

Action point: A. Dumitrache to prepare an invitation letter to be mailed to the new parents, and invite the Director Ms Mallik, and the other members of the school management team.
13. Active community WG: Budget proposal to be mailed to the budget WG for the Lithuanian section project for Secondary and Primary on ethnic persecution 11/12 September.
14. Educational support working group: is postponed to the next Board meeting.
15. The school community building working group: information is given on BRUMUN 2020.
16. Compliance & risk assessment group: postponed to the next Board meeting.
17. Task forces:

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.

Arts-loi: no information to share.

III Discussion points and vote:

1. Discussion and vote of the proposal on the revision of the working arrangements for the written procedure votes:

Vote is held on the revision of the Board decision process (Article 3.4.1.b on page 10 of document working methods – see text below), which are run through verbally: all Board members vote in favor.

b) Decision Process - (Article 3.4.1.b on page 10 of document working methods)

Any procedural decision of the Board shall be taken by a simple majority of members present (Art. 15 of the Statute: "[...] Le Conseil d'Administration statue valablement si au moins la moitié plus un des ses membres sont présents. Il statue à la majorité simple; en cas de partage des voix, celle du Président est prépondérante)".

i. Decisions at the Board meetings

The Board takes its decisions primarily at its meetings, but also by written procedure. The topics presented to the Board for decision shall be included in the agenda of the meeting. The Board may be asked to vote on unforeseen issues that arise during the course of Board discussions. Such votes will be proposed by the chairperson (usually the President or Vice Presidents).

If a WG/TF plans to propose a decision to be taken by the Board, the WG/TF coordinator shall inform the President and Vice-President(s) with all relevant information. The President and the Vice-Presidents may oppose the request and must provide a justification. However, if the request is submitted again by the WG/TF at its unanimity, it shall be inserted in the Agenda of the next Board.

Any essential material used for deciding an item on the agenda shall have been circulated to the Board members in good time before the meeting, unless agreed otherwise with the President. If a decision is requested by a Board member, and it is not possible to schedule it into the Board agenda, or it is of an urgent nature, the member may ask the decision to be postponed to the next Board meeting or to be taken by written procedure.

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The Board may decide on an item by secret ballot when the confidentiality of the vote is essential (e.g. suspension of the right to vote in the event of a conflict of interest). The vote on Board positions is always taken by secret ballot.

ii. Written Procedure

A decision might be adopted by written procedure:

- a) **if so decided in one of the previous Board meetings** since no further discussion is deemed necessary.

In this case, the written procedure is launched by the APEEE office further to the approval of the text by the President or the two Vice-Presidents.

The deadline is set at 5 working days. It can be extended by a maximum of 3 additional working days by the President. In case of urgency, a shortest deadline can be set. Members can only approve, refuse, or abstain from voting.

The decision shall be adopted by simple majority of all members and the President has the casting vote in accordance with Article 15 of the Statutes.

- b) **in case of urgency**, when time-wise the vote cannot be taken at a Board meeting and the possible discussion at the previous Board meeting was not sufficient to agree on a text for the proposal.

In this case, the written procedure can be launched by the President, by the two Vice-Presidents, or by a member of the Board upon approval of two among the President and the Vice Presidents.

If the written procedure is for a decision which has not yet been debated, or where the debate has not completed, the proposal will be circulated before the vote with all necessary background information and a deadline for comments will be set (2 working days, which can be extended to a maximum of 2 additional working day by decision of the President). In the case where the issue has been fully debated and only a decision is required, there is no requirement to circulate supporting material.

The deadline is set at 5 working days. In case of urgency, a shortest deadline can be set by the President. Members can only approve, refuse, or abstain from voting.

The decision shall be adopted by simple majority of all members and the President has the casting vote in accordance with Article 15 of the Statutes.

The written procedures are launched by the APEEE office via doodle. The vote will open apart from the case of votes concerning individuals.

For both decisions taken at the Board meeting or in written procedure there shall be a record kept of all of the Board's discussions and decisions. All decisions shall be made public to the

members of the Association. Those members who have voted against the decision might ask that their names are mentioned.

Decision: Revisions have been approved.

Action point: F. Tudini to send final document to Board.

IV Any other business:

Next Board meeting will take place on 17/9/2019 at 19:00 in the canteen of the teachers.