

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 20 May 2019 from 19:00 to 23:15
Location	: Canteen – Woluwe
Present (16)	: Tatiana ALMEIDA - Vanessa AULEHLA - Anthony BISCH - Bengt DAVIDSSON - Sanjee GOONETILAKE– Giles HOUGHTON-CLARKE - Szilvia KALMAN - Marius LAZDINIS - Natalia KARPENKO – Saïda KHANBOUBI - Roberta MAGGIO - Elita PETRAITIENÉ - Andreas ROGAL (arrived at 20:00) - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER
Absent (6)	: Luís AMORIM - Ana DUMITRACHE - Johan MELANDER - Minna MELLERI - Akvile MOTIEJUNAITE - Pia PISTOL DIBOINE
Others	: Anja GALLE, Director of the APEEE Renate REPPLINGER-HACH – Parent DE section

I Agenda points:

1. Approval of the agenda: Agenda is approved.
2. Approval of the minutes of the Board meeting of 11/4/2019: minutes are approved.

Action point: A. Galle to check with school the date of the next SAC meeting and ask for the report of the previous SAC meeting.

Information is given on the Bureau meeting which took place on 7/5/2019. The points which were discussed are:

- Canteen organization: some actions to be taken before approval of the organization can be given. A consultant will be asked to perform an analysis.
- IT support: the APEEE has the need for an IT function and several options are looked into at the moment.
- Proposal has been made for hourly salary raise for supervisors. This will be further discussed at the budget working group meeting.

Budget working group meeting scheduled for 20/5/2019 had to be postponed and will be organized in June 2019.

On 16/5/2019 a Headmaster meeting took place at which Ms Mallik, the new Director for ES Bxl II was present. Topics discussed were mailed to the Board. One of the topics mentioned were the APEEE offices and the vending machines. The contract with the company for the vending machines has been cancelled by the school.

Action points of the report of the Board meeting of 11/4/2019 are reviewed:

Action point on teacher absences: CEES & CEP&M working group coordinators to define a common approach on how absences of teachers with intermediate length should be addressed. -> **Done.** A. Bisch and V. Aulehla prepared a common proposal which was mailed to the Board. The paper is discussed. Update is given on available statistics on lost hours and there seems to be only information from the secondary department and not from the primary department. In the proposal question is asked how the APEEE can help the school? Remark is made to make a distinction between the information which is given on the day to the students/parents

concerning the absence of the teacher so that you can organize your day and the long term absence of a teacher. It might be an idea to only request the info for the parents on a day to day basis and renounce on asking for statistics.

Action point: Board members are welcome to send their suggestions to A. Bisch and V. Aulehla by 24/5/2019.

Action point: Document to be ready for the next SAC meeting and to be sent to the SAC members 2 days before the SAC meeting.

Action point on BAC: 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.

Comments from parents need to be collected. The task is twofold: to read the comments and to reply to parents. Does anybody wants to volunteer? S. Khanboubi is volunteering, but she would like assistance. Proposal is made to ask the S4 to S7 parents. Confirmation is given that no admin support is needed from the APEEE secretariat.

Action point: V. Aulehla and J. von Pfaler to prepare a letter to be mailed to all parents from S4 to S7.

Action point on securing funds for installing a ventilation and air conditioning system in the primary building: 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. -> **ongoing: G. Houghton-Clarke to organize a meeting with A. Mees.**

Action point on voting system: F. Tudini to prepare procedure proposal for the working methods -> **Done.** Proposal was mailed to the Board members. All board members have 48 hours to send their comments and then to be approved via written procedure.

3. Meetings & attendance question: the upcoming meetings are:
 - a. Taskforce Technique & sécurité on 23/5/2019. A. Galle will attend
 - b. Meeting with DAO company concerning cashless payment system: G. Houghton-Clarke and A. Galle to attend.
 - c. CEA meeting on 14/6/2019. F. Tudini will attend.
 - d. Meeting on access policy on 14/6/2019. J. von Pfaler, G. Houghton-Clarke and A. Galle to attend.

II Round table of working groups: update

1. Interparents: update is giving on BoG meeting. Report is given on the points which were discussed at the BoG meeting:
 - a. Marking system
 - b. Arts-loi: no decision is taken yet. Nothing is happening at the moment.
 - c. Seconded teachers: agreement to extend teachers' contract to 12 years and it can be consecutive. However not for the Italian teachers, since they can stay 6 years, go back to Italy for 6 years and then come back. No pay raise was accepted. Message was given that the financial package should be cost neutral. Question is asked what the Board can do to support the teachers? Meetings to be organized with teacher representatives in primary and secondary to see how the APEEE can help. Issue will be discussed next Board meeting. Interparents to check the situation concerning the teachers at ES Laeken.
 - d. The middle management will be better structured. For example, the Directors will receive deputy directors.
2. CEP&M: The following point was mentioned:
 - a. Education support will be provided for the DE section primary & kindergarten. This was missing up till now. The search for the support has started.

3. CEES: The following point was mentioned:
 - a. Paper on streaming was mailed to the Board and voted on in favor. There were 18 votes in favour and no one against.
4. Canteen: A canteen committee meeting with the school took place on 15/5/2019. The report will be mailed to all Board members. Topics discussed at the canteen committee meeting were:
 - a. Vending machines
 - b. More vegetarian meals requested and less meat meals
 - c. P. Orlovski to meet with the maternelle teachers to see how the meals can be adapted to the small children
5. Transport: postponed to the next Board meeting.
6. Extra-curricular activities: information:
 - a. We received a green light from Mr Sharron to organize an open week for parents in December. Of course this will have to be approved by M. Mallik, the new Director.
 - b. A brochure was prepared with all the rules concerning the extra-curricular activities and were distributed to the working group members. Meeting to discuss further will be organized on 3 June.
 - c. Q&A document will be prepared for the website
7. IT group: is postponed to the next Board meeting.
8. Health, Safety & Security WG:
 - a. Wellbeing and mental health survey: there was about 65% response to the survey. This is a milestone project. The next step is to put the data together and analyze the data. Then actions need to be defined such as the organization of a conference. A budget will have to be set for this as well. On Tuesday 21/5 a task force meeting will take place on the topic.
 - b. Substance policy on drugs & alcohol. Based on our recommendation we worked on a final version and L. Andries has revised it and has sent it to the school management.
Action point: to be ready for the next SAC meeting.
9. Communication WG: Working group meeting was organized. The highlights are:
 - a. Proposal is made to write articles to publish on the website in French & English
 - b. Create newsletter with more community focus
 - c. Streamlining the internal communication
 - d. Proposal was made to create an APEEE Banner to be added every time the APEEE sends an important message to the parents.
10. Budget WG: budget working group meeting will be organized in June. On the agenda there will be several points such as
 - a. Budget 2019-2020 for the extra-curricular activities
 - b. Budget 2019-2020 for the transport
 - c. Reserves
 - d. Social fund
11. Enrolment policy WG: first phase is concluded. We will soon receive the numbers of the school, class by class, which will give us a first idea on the number of students for 2019-2020. Then the second phase will start.
12. Welcome policy working group: school is no longer involved in the organization of the welcome cocktail at the beginning of September. Idea is to organize it later in September.
Action point: A. Dumitrache to prepare a proposal.
13. Active community WG: postponed to the next Board meeting

14. Educational support working group: the draft documents on the educational support are ready to be sent out. Strategic document is ready to be sent to the WG members. It's based on the one of last year of M. Caramujo. A draft message to the parents will be prepared to remind the parents that in order to prepare for the re-evaluation they need to bring the medical report to the school.
15. The school community building working group:
 - a. Media club : equipment has been bought and will be kept in the office of L. Andries
 - b. BRUMUN: last year the Board agreed to sponsor BRUMUN for the amount of 6000 euro. Up till now they didn't need the money. The BRUMUN members ask to keep the 6000 euro for the next editions of BRUMUN. A written request needed.
 - c. Debate club
 - d. Newsletter: first article will be on Footfest
 - e. Second global climate strike: pictures will be taken in order to create a poster, which then can be used to build a school community feeling.
 - f. 5 October : teacher appreciation day: objective is to plan and discuss in advance.
 - g. Meeting with school & teachers & Board on the future of BRUMUN: proposition is made to organize a canteen evening to say thank you to everybody who has helped.
16. Compliance & risk assessment group: postponed to the next Board meeting.
17. Task forces:
 - Mobility programme: meeting needs to be organized.
 - Arts-loi: no information to share.

III Discussion points and vote:

Devaluation of the European BAC for national university access: update is given by R. Replinger-Hach, parent in the DE section and former Board member. She informs that the new marking system necessitates the adaption in all member states of any equivalent that might exist. Because it extends the marks from 10 to 6 and from 10 to 5. For the new 5 you will now need to have the performance of the old 6. There are 3 problems with the implementation:

- Grades are not being evenly applied across subjects and sections;
- Countries are adopting tough conversion tables for university access based upon no data (in particular Germany);
- No information is yet available on how the grades will be applied for BAC work, and nor is it foreseen this will be in place for when the next S6 year start their BAC studies.

A meeting with the school Headmasters will take place on 21/5/2019. It is agreed that the Board should send a letter to the EEB2 headmasters outlining these concerns.

R. Replinger-Hach requests Board members to contact their national authorities and raise these concerns

Action point: R. Replinger-Hach, B. Schmidbauer-Mogensen, Jan von Pfaler, G. Houghton-Clarke, V. Aulehla to finalize the letter for the headmasters before the meeting on 21/5.

IV Any other business:

1. Complaint policy: F. Tudini informs the Board that a complaint policy was put together in cooperation with the school. This complaint policy is published on the school website. The advice to all parents is to first use all the informal steps before writing a formal complaint. All Board members are invited to read the complaint policy so that when a parent contact us they have all the information available and can try to guide the parent through this process.
2. Report on meeting with school management of 16/5/2019: was discussed under point 1.
3. Summer APEEE event: proposition is made to organize a summer event for the Board members.
Action point: G. Houghton-Clarke to send an invitation to all Board members.

4. IT restructuring of APEEE (for information): has been discussed under point 1.

Next Board meeting will take place on 19/6/2019 at 19:00 in the canteen of the teachers.