

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date : **19 March 2020 from 19:00 to 21:20**
Location : **ZOOM conference call**
Present (22) : Tatiana ALMEIDA - Vanessa AULEHLA - Anthony BISCH - Bengt DAVIDSSON - Sanjee GOONETILAKE – Giles HOUGHTON-CLARKE – Raquel JIMENEZ LOPEZ - Szilvia KALMAN - Natalia KARPENKO - Roberta MAGGIO - Minna MELLERI - Elita PETRAITIENĖ – Renate REPPLINGER-HACH – Sara RODA - Andreas ROGAL – Suzana ROSEIRO - Bettina SCHMIDBAUER-MOGENSEN – Michael TEUTSCH – Christine THOMAS – Marjo TOIVO - Francesca TUDINI Anna Yavorska

Absent (0) :
Others : Anja GALLE, Director of the APEEE
Ferhan PELISTER, APEEE Administration

I Agenda points:

1. Approval of the agenda: Agenda is approved taking into account the following requests:
 - a. Request from S. Roda to move up on the agenda the point to present the priorities of the Digital Privacy Awareness WG
 - b. Request from S. Goonetilake to give priority to the APEEE services situation.
2. Approval of the Board report of 5/2/2020: the Board report of 5/2/2020 is approved.
3. Approval of the report of the conference call of 10/3/2020: question is asked whether the recording of the conference call of 10/3 can be shared with the Board, so that Board members who couldn't attend or had difficulties attending as of the start can listen to it. Information is given that the recording is only for the use of the person who writes the report of the meeting and therefore it's not for distribution. Proposition is made to give Board members another 24 hours to send their comments on the report to A. Galle. After 24 hours, if no comments were received the minutes will be closed and will be considered as approved.

II Discussion points and vote:

1. Update on Corona virus: R. Maggio gives an update on the Corona virus situation. She had a telephone conversation with M. Malik today during which Ms Malik informed about the following:
 - Ms Malik informed that the school will cancel all the school trips this week for the entire school year, in order to be able to receive a reimbursement for the parents.
 - Information is given that a proposal will be made to not organize the B-test
 - The cleaning company has been ordered to deep clean the entire school during the Easter holidays.
 - On Friday morning 20/3 a Directors meeting will be organized to discuss e-learning and the launching of a survey among the teachers to capture their feedback on the distance learning situation which is active as of 16/3/2020.
- **Distance learning:** V. Aulehla explains that Interparents is in contact with the other European schools about distance learning plans. ES Woluwe disposes of a proper plan via TEAM Office 365, which works well. Last Thursday OSG sent practical guidelines

and recommendations to all teachers on distance learning. There's also a unit for educational support and how to organize such support. Now a back-up plan should be considered for S4-S5-S6-S7 students on how to organize the BAC.

Question is asked whether the "bring your own device" project at the ES Laeken had an some kind of influence for the students? There's no feedback from ES Laeken on this.

R. Repplinger Hach informs about the survey to receive feedback from parents on the distance learning experience which the APEEE is preparing. All Board members have received copy of the survey with the questions. The school will organize such a survey for the teachers, and therefore it would be good to also receive the feedback from the parents on this, so that both feedbacks can be compared in order to improve the distance learning process.

Proposition is made to concentrate on questions concerning on what can be improved and avoid any negative parts. Board members agree to send out the survey as soon as possible in order to have tips for improvements to be send to Ms Malik.

- **Services**

- The support we want to give our staff during this difficult period:

We have the right to request our staff to be placed in 'chomage temporaire', which means the Government will pay 70% of their salaries. This applies to staff with an indefinite contract (kitchen staff) as well as those with a contract of fixed length - i.e. Perischolaire monitors, bus monitors.

If 'chomage technique' is not granted, APEEE will be responsible for paying the full salaries.

- Serving and cleaning staff are employed by Eurocleaning and are therefore not the APEEEs responsibility.
- The Board expresses its desire to ensure that staff are not placed under financial stress/hardship by this arrangement and wishes to show solidarity with staff by paying an additional top up so that they receive the same income as normal.

All Board members have received a calculation done by E. Van Dijck in which the different kind of contracts are described and the calculation concerning the top up.

Decision : Board members agree to the principle of top up the income of all staff who suffers from less income due to chômage temporaire, and for the ones who can't benefit from the chômage temporaire (volunteers, ALE, contrat associatif, indépendants).

Vote is taken on: does the Board agree to top up the salary for all staff (CDD & CDI) with chomage temporaire to a 100%, in order for them to receive a normal income and this for 2 months renewable?

Vote: majority of Board members voted in favor of the proposal.

Decision: APEEE will top up salary to 100% for all staff (CDI & CDD) with chomage temporaire in order for them to receive a normal monthly salary for the next 2 months.

Vote is taken on : does the Board agree a top up the salary all bus supervisors with CDD contracts, to 100% even in case the PMO is not willing to take on that cost ?

Vote : all board members present voted in favour of the proposal.

Decision : APEEE will top up salary of the bus supervisors with chômage temporaire to 100% in order for them to receive a normal monthly salary for the next 2 months.

It is agreed that the fine details will be worked out by the Bureau.

- **Reimbursements:** information is given that it's only possible to consider reimbursement as of the moment that all costs are defined. At the moment the APEEE doesn't know yet how much will have to be paid to the bus companies as compensation and nor is it clear for how long the school will be closed. Therefore, the reimbursement question will be addressed later when all costs are known.
- **How to approach the transport issue given the role of the PMO in paying transport costs:** the 4 APEEEs organized a conference call on Tuesday and discussed the way forward. First action point was to contact the Federation of the bus companies to assess their expectations concerning reimbursements. The reply from the FBAA is that 28% would be a fair percentage to request. It has been agreed that The Laeken APEEE Director will take the lead in contacting the PMO concerning confirmation that any such amounts will be reimbursed, as will any top ups to bus monitors.

Both APEEE Laeken and APEEE Woluwe have received a note from the PMO asking for a reimbursement for the school years 2015 to 2018. For our APEEE the max amount to reimburse is set at 200.000€ and the minimum amount to 100.000€. A message was mailed to the PMO asking them to explain how they have calculated this amount and to explain their methodology. The PMO has not replied to us on this point yet.

- **Whether to adopt a common approach with the other Brussels APEEEs**
There is a request for the 4 APEEEs to adopt a common position towards both staff with respect to treatment and to parents with respect to any reimbursements - to avoid questions being asked about why Laeken is doing X and Ixelles Y. There is also a request for standardised communications to parents and staff, for consistency of message. This could include a standard level of reimbursement for each activity. This however can only be discussed once we have a clear picture of the finances.

If there is agreement across the 4 schools, we would aim for a message to parents next week.

Decision : Board members agree to adopt a common approach with the other Brussels APEEEs.

- **Other:**
 - Question is asked whether a separate conference call can be organized to discuss Corona issues in general. There was however no specific need for this from the majority of Board members.
2. **Filling the NATO site temporary school:** information is given that the Presidents of the 4 APEEEs are invited to a Groupe de suivi meeting next week to discuss how to fill the NATO site school with 1500 students.
If the NATO site school is not properly filled the Belgian government may take the view that there is no real overcrowding problem and use this as an excuse to delay the 5th school project even further. This is an experience from the installation of the Berkendael temporary school. A

way should be found to fill the school without that any section feels threatened. It is agreed that there should be burden sharing across the 4 schools. Discussion is held on the topic in order to gather guidelines for the President to use at the meeting next week.

Action point: G. Houghton-Clarke to send a proposal of guidelines to the Board for approval.

3. Workgroup activity plans

presentation of the plans for each WG are presented for approval by the WG coordinators. Requested budgets will need to be submitted through the Budget group approval process and are not therefore approved at this stage.

- **Taskforce: Digital Privacy Awareness:** all Board members received a document describing the general objectives to pursue by the Task Force, the priorities for 2020 and an expense estimation.

Task force priorities are:

- Raise awareness and foster discussions on the right to privacy, in particular digital privacy, and personal data protection among School Management, Professors and Pupils.
- Promote class lectures on teaching privacy and personal data protection in primary and secondary.
- Use “the European handbook for Teaching Primary and Data Protection at schools” - ARCADES EU funded project.
- Support further restrictions on the use of smartphones at school, to discuss from June onwards.

Expenses estimation: in order to promote and increase awareness on digital privacy awareness among the school community an event will be scheduled inviting relevant expert(s). It can be a conference or a panel debate depending on the expert(s) availability and school expressed needs. For this event a budget of 1500 euro is requested.

Decision: a mandate is given to the Digital Privacy Awareness taskforce to pursue the 2020 priorities.

- **School community building:** postponed to the next Board meeting.
- **Compliance & risk assessment group:** all Board members received a document outlining the priorities for the Compliance & risk assessment group.

Role and mandate of this Working Group.

The role of this Working Group is:

- to ensure that the activities of the APEEE are conducted in compliance with the legal requirements and that the proper monitoring measures are implemented;
- to contribute in the identification of the main risks linked to the activities of the APEEE and the action necessary to mitigate the risk.

Priorities for 2020

- to improve the risk management system in the APEEE by including also the risk not just related to the obligation raising from the legal framework;
- to ensure the full compliance with the legal obligations.

Main Actions for 2020

- identification of the main risks for the APEEE Services;
- identification of the main risks for the APEEE Board;

- awareness raising info session to the APEEE Board members on the risk management;
- collaboration with the School for mitigating any common risk factors;
- monitor the compliance to the legal framework in the implementation of the tasks of the APEEE;
- set up of a book of procedures for APEEE Services and APEEE Board.

Decision: a mandate is given to the Compliance & risk assessment working group to pursue the 2020 priorities.

- **IT group:** postponed to the next Board meeting
- **Interparents:** postponed to the next Board meeting
- **CEP&M:** postponed to the next Board meeting
- **CEES:** postponed to the next Board meeting
- **Canteen:** postponed to the next Board meeting
- **Transport:**
all board members received a document outlining the priorities of the transport working group.
 1. **Routes and stops 2020-21:** Finalise analysis of bus routes in view of optimising the travel time for the next school year (by June)
 - Scenarios to be prepared by APEEE staff. The bus stops and routes may change for the next school year as a result of this analysis.
 - Parents need to be informed about the changes to stops and routes in May.
 2. **Green transport plan:** communication to parents in Spring about environmental benefits of bus transport
 - Survey questions to be added to APEEE services survey sent out in April (all 3 services + comms WG)
 - Based on survey results, and in collaboration with Communications WG, prepare a communication to all parents encouraging them to enroll to APEEE school bus service.
 3. **Complaints policy:** Improve process
 - Clearer instructions on APEEE website for transport-related complaints (APEEE staff to implement).
 - Main complaints received in the past school year and how they can be addressed in an efficient way
 - Bus drivers
 - Bus supervisors
 - Length of travel & additional bus stops

Decision: a mandate is given to the transport working group to pursue the 2020 priorities.

- **Budget group:** postponed to the next Board meeting
- **Extra-curricular activities:**
All Board members received a document outlining the priorities and implementation of the priorities for the Extra-curricular activities working group.

Priorities:

1. To ensure a high-quality offer which is in line with the expectation of the parents/children
 - a. To analyse the offer
 - b. To analyse the scope for improvements
 - c. To assess the reasons for cancellation
 - d. To launch a new survey on client satisfaction
2. To improve communication to parents
3. To value our staff (from managers to monitors and surveillants)
4. To improve the Open Day (June 2020)
5. To create synergies with other APEEEs

Decision: a mandate is given to the extra-curricular activities working group to pursue the 2020 priorities.

- **Health, Safety & Security WG:**
internal works are ongoing and to be discussed internally. B. Davidsson needs support getting feedback from the Wellbeing Survey workshop that took place on 10/3.
- **Communication WG:** postponed to the next Board meeting
- **Enrolment policy group:** postponed to the next Board meeting
- **Active community WG:** postponed to the next Board meeting
- **Welcome committee WG:** postponed to the next Board meeting
- **Educational support working group:** postponed to the next Board meeting
- **Task forces:**
 - Mobility programme: postponed to the next Board meeting

IV Any other business: none

Next Board meeting will take place on 28/4/2020 at 19:00 via Webex or ZOOM conference call (to be confirmed).