

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	:	5 February 2020 from 19:00 to 23:00
Location	:	Canteen – Woluwe
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 (via Skype) - Bettina SCHMIDBAUER-MOGENSEN – Michael TEUTSCH – Christine THOMAS – Marjo TOIVO - Francesca TUDINI (via Skype) – Anna YAVORSKAAnna Yavorska
Absent (0)	:	
Others	:	Anja GALLE, Director of the APEEE

I Agenda points:

1. Approval of the agenda: Agenda is approved.

II Elections: G. Houghton-Clarke, outgoing President of the Board, welcomes the Board members and congratulates them on their election. The various functions of the bureau members and working group coordinators are outlined and information is given on how the election process will take place.

Election bureau:

A Galle and R. Repplinger-Hach were elected to be election bureau to handle the different votes and to conduct the voting, count the votes, verify the votes, and announce the results.

Proposition is made to give each candidate a time leap of 7 minutes to present his/her candidature.

Board members agree that for all the Bureau positions the voting will be closed. For the elections of the working group coordinators, unless there are 2 candidates standing for election the voting will be open.

Information is given that the statutes are the only official and legal document for the APEEE and the internal working methods must be adapted if they are not in line with them

- 1) Elections of the President, Vice-Presidents, Bureau members and working group coordinators.

Chairperson & Bureau:

- **Vote number 1** for President: G. Houghton-Clarke and Sanjee Goonetilake have mailed their candidature to the Board members.
Result of the voting: majority of the Board members voted in favour of G. Houghton-Clarke.

Decision: G. Houghton-Clarke is elected

The newly elected President, G. Houghton-Clarke, thanks the Board for their support.

- **Vote number 2** for Vice-president Administrative affaires: B. Schmidbauer-Mogensen is standing. Marjo Toivo is endorsed by M. Melleri.
Result of the voting: majority of the Board members voted in favour of B. Schmidbauer-Mogensen.
Decision: B. Schmidbauer-Mogensen is elected
- **Vote number 3** for Vice-president Pedagogical affaires: there are 2 candidates standing: **Tatiana Almeida and Christine Thomas**.
Result of the votes: majority of the Board members voted in favor of T. Almeida.
Decision: Tatiana Almeida is elected
- **Vote number 4** for Treasurer: **Vanessa Aulehla is standing**
Result of the voting: majority of the Board members voted in favour of V. Aulehla.
Decision: Vanessa Aulehla is elected
- **Vote number 5** for Secretary: **F. Tudini is standing**
Result of the voting: majority of the Board members voted in favour of F. Tudini.
Decision: Francesca Tudini is elected
- **Vote number 6** for Information secretary: **Andreas Rogal is standing**
Results of the voting: majority of the Board members voted in favour of A. Rogal.
Decision : Andreas Rogal is elected
- **Vote number 7** for Board member without Portfolio (Member): information is given that the previous Board proposed to give this function to the Health, Safety and Security working group coordinator. Discussion is held on the topic.
There are 2 candidates standing: **Bengt Davidsson and Anthony Bisch**.
Results of the votes: majority of Board members voted in favor of B. Davidsson.
Decision: B. Davidsson is elected

Working group coordinators and the members of the pedagogical groups:

- **Vote number 8:** Voting is held on the 3 IP representatives: **Andreas Rogal, Vanessa Aulehla, Bengt Davidsson and Sanjee Goonetilake** are standing.
Results of the voting: majority of Board members voted in favour of Andreas Rogal and of Bengt Davidsson. Sanjee Goonetilake and Vanessa Aulehla received the same number of votes.

Decision : Andreas Rogal is elected as IP representative.

Decision: Bengt Davidsson is elected as IP representative.

A second voting round is organized to vote on the 3rd IP representative. Sanjee Goonetilake and Vanessa Aulehla are standing.

Results of the voting: Sanjee Goonetilake and Vanessa Aulehla receive again the same number of votes.

Decision: since both candidates have received the same number of votes, no decision can be taken. To be decided later on how to proceed.

A. Rogal and B. Davidsson are elected as IP representatives and will agree among themselves who is representative or observer.

Members for the Interparents working group are: V. Aulehla, E. Petraitiene, S. Goonetilake, S. Kalman, G. Houghton-Clarke, M. Teutsch, R. Repplinger-Hach, F. Tudini and S. Roda.

- Working group coordinator for kindergarten and the primary (CEP&M):
 - **Vote number 9:** Working group coordinator: **A. Bisch is standing**
Result of the voting: all Board members vote in favour

Decision: A. Bisch is elected

- Members:
 - German section: Anthony Bisch – Back-up: Bettina Schmidbauer-Mogensen
 - Anglophone section: Andreas Rogal
 - Finnish section: Marjo Toivo
 - French section: Raquel Jimenez Lopez - Back-up: Szilvia Kalman
 - Italian section: Roberta Maggio – Back-up: Francesca Tudini
 - Lithuanian section: Elita Petraitiene
 - Dutch section: Natalia Karpenko – Back-up: Sanjee Goonetilake
 - Portuguese section: Susana Roseiro – Back-up: Sara Roda
 - Swedish section: Bengt Davidsson – Back-up: Giles Houghton-Clarke
 - Working group coordinator for secondary (CEES):
 - **Vote number 10:** Working group coordinator: S. Kalman **is standing**
Result of the voting: all Board members vote in favor
Decision: S. Kaman is elected
 - Members:
 - German section: Michael Teutsch - Renate Replinger-Hach
 - Anglophone section: Anna Yavorska
 - Finnish section: Minna Melleri
 - French section: Christine Thomas
 - Italian section: Vanessa Aulehla – Francesca Tudini
 - Lithuanian section: Elita Petraitiene
 - Dutch section: Sanjee Goonetilake – Back-up: Natalia Karpenko
 - Portuguese section: Sara Roda Back-up: Suzana Roseiro
 - Swedish section: Giles Houghton-Clarke
- 2) Identification of working group members
- Working group coordinators and the members of the operational groups:**
- Canteen group: **coordinator: Bettina Schmidbauer-Mogensen**
 - Members: Andreas Rogal, Roberta Maggio, Giles Houghton-Clarke, Anthony Bisch, Marjo Toivo, Sanjee Goonetilake, Vanessa Aulehla
 - Transport group: **coordinator: Minna Melleri**
 - Members: Sanjee Goonetilake, Anthony Bisch, Bettina Schmidbauer-Mogensen, Bengt Davidsson, Giles Houghton-Clarke, Natalia Karpenko, Vanessa Aulehla, Andreas Rogal, Suzana Roseiro
 - Extra-curricular activities: **coordinator Francesca Tudini**
 - Members: Minna Melleri, Elita Petraitiene, Sanjee Goonetilake, Christine Thomas, Bettina Schmidbauer-Mogensen, Roberta Maggio, Andreas Rogal, Vanessa Aulehla, Anthony Bisch
 - IT Group: **Coordinator: Giles Houghton-Clarke**
 - Members: Anthony Bisch, Roberta Maggio, Elita Petraitiene, Christine Thomas, Bettina Schmidbauer-Mogensen, Suzana Roseiro, Sara Roda
 - Health, Safety & Security: **Coordinator: Bengt Davidsson**
 - Members: Marjo Toivo, Elita Petraitiene, Sanjee Goonetilake, Szilvia Kalman, Vanessa Aulehla, Bettina Schmidbauer-Mogensen, Anna Yavorska, Natalia Karpenko, Sara Roda, Michael Teutsch, Raquel Jimenez Raquel.

Discussion is held whether a working group on Wellbeing can be created via a task force. The decision was postponed.

- Communication working group: **Coordinator: Natalia Karpenko**
 - Members: Sanjee Goonetilake, Suzana Roseiro, Andreas Rogal, Christine Thomas, Giles Houghton-Clarke, Elita Petraitiene
- Budget group: **coordinator: V. Aulehla**
 - Members: Giles Houghton-Clarke, Bettina Schmidbauer-Mogensen, Elita Petraitiene, Sanjee Goonetilake, Tatiana Almeida, Francesca Tudini, Anthony Bisch
- Enrolment policy working group:
Coordinator: Francesca Tudini – Back-up: Minna Melleri
 - Members: all members of the Board.
- Welcome Policy working group: **coordinators: Christine Thomas & Suzana Roseiro**
 - Members: Elita Petraitiene, Sanjee Goonetilake, Andreas Rogal, Natalia Karpenko.
- Active Community working group: **coordinator: Elita Petraitiene**
 - Members: Marjo Toivo, Anna Yavorska, Natalia Karpenko
- Educational support working group: **coordinator: Anna Yavorska**
 - Members: Tatiana Almeida, Christine Thomas, Raquel Jimenez Lopez, Sanjee Goonetilake, Elita Petraitiene, Michael Teutsch, Andreas Rogal, Szilvia Kalman
- School Community building working group: **coordinator: Sanjee Goonetilake**
 - Members: Natalia Karpenko, Elita Petraitiene, Sara Roda, Marjo Toivo, Suzana Roseiro, Anna Yavorska
- Compliance & risk assessment working group: **coordinator: Roberta Maggio**
 - Members: Giles Houghton-Clarke, Bettina Schmidbauer-Mogensen, Marjo Toivo, Tatiana Almeida

Task forces

- Mobility programme: exchange programme for S4 & S5 students. **Coordinator: Andreas Rogal.** Members: Bettina Schmidbauer-Mogensen, Francesca Tudini, Szilvia Kalman
- Digital Privacy Awareness: teach children, teachers & staff more on privacy. To know what to share and not to share. This concerns all aspects to digital privacy. **Coordinator: Sara Roda**

Members: Tatiana Almeida, Anna Yavorska, Suzana Roseiro, Christine Thomas

Action point: A. Galle to fill out the APEEE structure document with the names of the elected Bureau members, the names of the working group coordinators and the names of the working group members and send it to the Board members for check-up. Final APEEE structure document to be published on the APEEE website.

- 3) Identification of working group members / focal points: has been done under point II.
- 4) Next steps for working groups are: each working group coordinator to meet with the members of his/her working group in order to agree on the priorities for the upcoming year.

Action point: Each working group to prepare a presentation with the priorities for 2020 to be presented at the March Board meeting. If possible, communication should be circulated in written by 15/3 in order to speed up discussion.

III. Discussion points and vote:

1. Tentative dates of Board meetings 2020 are proposed to the Board members:

Decision: proposed dates for Board meetings 2020 are approved.

Action point: Board members to note following dates in their agenda: 19/3/2020, 28/4, 27/5, 25/6, 22/9, 15/10, 19/11 and 9/12/2020. Date of AGM is 21/1/2021.

2. Meetings & attendance question: every Monday morning the document with meetings & events is mailed to all Board members. The document shows whom from the Board will attend which meeting. If one Board members can't attend a meeting he/she can be replaced by another Board member.
3. Updated text of criteria for creating bus stops to be published on the APEEE website. All Board members received updated text on the creating of bus stops for publication on the APEEE website. The objective of the text is to make it more clear how bus stops are being created and which criteria are being taken into account.

Vote is taken on the proposed text. All Board members vote in favor.

Decision: the proposed text is approved and can be published on the APEEE website.

4. Comments made regarding special needs pupils during the general Assembly: Discussion is held on the comment which was made by the Director of primary and maternelle at the annual general meeting. Question is asked how to take this forward?
Action point: the educational working group to propose to the Board (via written procedure) a reply to the school on the comment made.
5. Data protection and confidentiality outgoing Board members: information is given that a document will be circulated to the Board members to inform them on how to deal with confidentiality. The Board members will be asked to sign this document. Legal advice has also been asked concerning the outgoing board members and how to stay compliant with the data protection.

IV Any other business:

- 1) Results of the General Assembly of 23/1/2020 - document with mandates: All members of the Board have received the document with the results of the elections as well as the document indicating the length of mandate of each Board member. Results signed by the President of the electoral office will be published on the APEEE website, as well as the document concerning the mandates.
- 2) Point about the complaints procedure: the structure of the APEEE is complex and sometimes parents don't know where to turn to in case they have a complaint. Proposition is made for the APEEE services to inform the Board members of the concerned section in case a severe incident has taken place during the services (transport, canteen, extra-curricular activities). This will allow the Board members to be able to reply to questions of parents.

Proposal is made to organize a centralized complaint database, which could automatically inform the concerned Board members.

Action point: M. Toivo, G. Houghton-Clarke and A. Galle to look into the possibility to create a standard complaint policy procedure.

Next Board meeting will take place on Thursday 19/3/2020 at 19:00 in the canteen of the teachers.