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| <p>APEEE BXL II – WOLUWE BOARD REPORT</p> |
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Date : 15 October 2020 from 19:00 to 23:00

Location : ZOOM conference call

Present (20) : Tatiana ALMEIDA - Vanessa AULEHLA - Bengt DAVIDSSON - Sanjee GOONETILAKE – Giles HOUGHTON-CLARKE (Chair) – 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 – Marjo TOIVO - Francesca TUDINI - Anna YAVORSKA

Absent (1) : Anthony BISCH

Others : Anja GALLE, Director of the APEEE
Erwin Van Dijck, Finance & Administration Manager
Ferhan Pelister, APEEE Administration

Introduction: President excuses for delay in sending the agenda and the minutes of the September Board meeting. Minutes of the September Board meeting are uploaded on Sharepoint and Board members are welcome to share their comments until Wednesday 21/10. September Board meeting will then be approved via written procedure.

Agenda points:

1. Approval of the agenda: Agenda (see Annex 1) is approved including the request to briefly touch on the process concerning the document on the functioning of the Board which has been mailed by S. Goonetilake to the Board on Thursday 15-10-2020.

Vote is taken on the approval of the agenda: 13 Board members voted in favor of the agenda. **Decision:** agenda is approved.

Action point: upload the document on functioning of the Board on Sharepoint for comments. The point will be discussed in the next Board meeting, which will allow Board members to have the time to comment.

II Discussion points:

1. Proposal new approach Board minutes: F. Tudini mailed a proposal on the new approach for drafting and approval of the Board minutes to all Board members. The proposal (see Annex 2) is discussed and voted on. Point is raised about the need to ensure compliance of the working methods with the BE law.

Vote is taken on the proposal (see Annexe 2). 15 Board members voted, of which 14 voted in favor and 1 voted no. No abstentions.

Decision: proposal is approved.

2. Update on Evere/NATO & APEEE services for Evere: T. Almeida reports on the meeting with the School management. Next step will be to evaluate the outcomes of the Board of Governors and how the project can be implemented. Concerns are expressed about the timing.

Discussion is held on how APEEE services will be organised at the new site. Lessons can be learned from the Laeken and Berkendael experiences. Question is asked if financial support will be forthcoming from the other APEEE, and whether the new school will have a stand-alone APEEE or be part of Woluwe. Concerns are expressed that a stand-alone APEEE will be difficult for the new parents to set up and manage, therefore in the short term at least it should be overseen by Woluwe APEEE and Services. Possibly the Board should be expanded to allow additional members from the new school.

No decisions taken at this stage as project not approved, however it is requested that the APEEE Service managers prepare a list of requirements/questions in preparation for a promised meeting with the RdB on site specifications. Concerns are raised concerning:

- the number of bus parking places
- whether there is sufficient playground space separate to car and bus parking areas
- capacity and facility for the canteen

After school activity space – currently shared with canteen – not seen as a good approach. Report is given on the Town-hall meeting on 14/10 with the school management:

The meeting was attended by a large number of parents, who actively participated through the chat, asking questions and offering a varied and interesting range of comments and views on the topic. The school management explained the process that has led to the present moment, explained the objective consequences of the different options on the table and addressed the concerns of parents regarding the different scenarios.

The results of the APEEE survey were also discussed – the point noted that Option 1 is favoured by the majority of parents, but secondary parents who responded are more in favour of solutions that lower overcrowding.

Information was also transmitted regarding the latest developments and the communications from some of stakeholders (namely the Commission and the OSGES) regarding the upcoming meeting of the Board of Governors. Five Priorities for APEEE remain:

- To ensure a proper plan for school capacity needs covering the next 6-10 years, based on growth of sections and year levels in each school;
- Investment in secondary infrastructure to accommodate growth;
- To ensure a proper back up plan in the event of a delay in delivery and/or opening of the Evere site;
- Clarity on any risks relating to the terrorism trial and asbestos;
- Intervention of the Commission to secure the 5th school;

There will be a follow up meeting after the decision of the BoG regarding the options, as promised by the Director.

3. BYOD (Bring your own device project): S. Roda reported on the state of play of preparation for the APEEE position towards the school consultation on the BYOD project. The draft final response had been shared with the Board and S. Roda thanked the Board for the comments provided. The proposal from the school project team is for an expensive laptop paid for by parents. Teacher access to the device to monitor what the student is doing during class and exams is requested by the school project team. It is unclear how the technical arrangements will be made as it seems the school would need to have administrator rights in order to be able to control/supervise the laptop while in class.

Certain Board members expressed that this cannot be accepted – either the device is a school owned and maintained device, to which pupils have access, but is for restricted school use only with school approved software or it is a pupil device over which the school has no control or access, but which meets certain minimum hardware and software requirements – paid for and owned by the parents. Concerns are also expressed about data privacy and protection of personal data, digital health (screen time, impact on sleep, etc.) and cost. Point is further made that the school is not equipped to run an IT help desk for pupils as it has only a limited IT department, therefore the first option is not considered feasible.

Proposal is made for A. Rogal, S. Roda and S. Roseiro to sit together and discuss further.

Action point: A. Rogal, S. Roda, S. Roseiro to discuss further the final response taking into account the discussion held at the Board and see how and whether to consult parents on the topic.

4. Annual general meeting

1. Financial report 2019-2020 + budget 2020-2021: V. Aulehla circulated a briefing note on the financial report 2019-2020 and the budget 2020-2021

to all Board members. The 2019-2020 profit and loss accounts show an actual profit of 536.360,83 €, while a loss of 83.358,62€ was budgeted 0 – this is due to lower costs than expected and in particular to the release of provisions in the transport area.. The budget 2020-2021 foresees a loss of 431.475,31€ due to the exceptional circumstances of Covid 19 measures. The budget is to be presented to the AGM and can be updated depending on the evolving situation. The APEEE holds reserves in order to meet its legal obligations towards staff in the event that it ceases activities. At present, the reserves are in line with this financial obligation. It is agreed that reserves should not be allowed to drop below a minimum that covers these costs and allows for a financial cushion against unexpected shocks

Board members are requested to agree on the closing of the accounts for 2019-2020 as presented and to forward it to our auditors for their assessment before presenting it to the AGM for approval.

Vote: 16 Board members voted in favor of the closing of the 2019-2020 accounts and to present them to the AGM.

Decision: closing of the accounts for 2019-2020 are approved and can be forwarded to the auditors for their assessment before presenting it to the AGM for approval.

Board members are requested to agree provisionally on the draft budget 2020-2021 as presented and to update it if necessary considering not foreseeable developments by early December 2020 in order to present it to the AGM in time according to statutes.

Vote: 16 Board members voted in favor of the budget 2020-2021 (transport, Social Fund, Affaires Generales).

Decision: budget 2020-2021 is therefore approved and can be updated if necessary considering not foreseeable developments by early December 2020 in order to be present it to the AGM in time according the statutes.

- APEEE Membership fee 2020-2021: Proposal is made to keep the APEEE annual contribution fee at 50 euro as of September 2021, of which 5 euro will be allocated to the Social Fund.

The Board agrees to present to the AGM to set the annual contribution fee at 50 euros per family for the next financial year (5 euros per contribution paid to be assigned to the Social Fund).

Vote: 15 Board members present voted in favor.

Decision: APEEE membership fee 2021-2022 to be kept at 50 euro (of which 5 euro for social fund). This will be proposed to the General Assembly.

- Draft agenda/speakers for G.A. 21/1/2021 at 19:00: all Board members received a draft of the agenda for the AGM on 21/1/2021. Board members are asked to reflect on the guests they would like to invite, so that the necessary arrangements can be made. The point is raised on how to organise the next AGM which might be online. Possible speakers could be the Commissioner, the School Director, representatives of teachers or students or distance learning educational experts. Sufficient time should be given to the session of questions from parents. Students' and teachers' representatives could be invited as guests.
- Resolutions for G.A.: any proposal should be ready in due time. Information will be mailed to the members of the Board separately.
- Guests: discussed under draft agenda AGM.
- Number of vacant mandates: at the moment there are 15 vacant mandates. If no other Board member with a 2 year mandate resigns then the vacant mandates will remain at 15.
Action point: Board members are invited to reflect on standing again for election and the Board members with a 2 year mandate are invited to inform A. Galle whether they want to continue their mandate or not.

5. Admin Board and HR:

- Admin Board meeting took place on 24-9-2020. There's no report yet issued of the meeting. Question is asked on how information to parents can be given about the outcomes. It is proposed to send a summary of the discussion with the school management to parents. The best solution could be to have send out the official minutes prepared by the school but to be considered also how interesting can they be and how late they come. The WG communication should reflect on how to do it. R. Repplinger-Hach raises that we should inform all S7 about the school replies to questions on the BAC about latest developments.

Action point: President to check with M. Malik what information on the Admin Board can be shared with parents.

Action point: Communication working group to reflect about how to move forward on the communication to the parents on the content of the Admin Board meetings.

- HR: Information is given that it's necessary for the APEEE to have a person responsible for Communication. Therefore Bureau has decided to hire a communication person for the APEEE to be responsible for the APEEE communication and give administrative support to the APEEE Director, the APEEE Administration and the Board. Endorsement is asked by the Board and support is given by the present Board members. Search will be launched as soon as possible.

Action point: A. Galle to launch search procedure and prepare job description.

III Report working groups

6. Transport: information is given that new seating arrangements for the school bus transport have been communicated to the parents and will be implemented as of Monday 19/10/2020. The action for greener bus transport is ongoing. At the moment only 4 morning buses have no bus supervisors. As of 3/11 this will be reduced to 2 morning buses. The APEEE continues its search for bus supervisors.
7. Canteen: information is given on the following:
 - a. a contact tracing system for the secondary students eating in the canteen has been put in place. When a new Covid case is detected the school will inform the students eating the closest to the Covid+ student.
 - b. The ceiling of the canteen will have to be replaced. This will be organized by the Regie des Batiments, however they are not yet ready with the procurement. Depending on the timing of the works it might have an impact on the canteen service. Project plan is requested from the school for this project.
 - c. Windscreens will be ordered to protect the students from the open windows and doors when they eat at the canteen.
 - d. Survey on the services to be organized, if possible during the week of 19/10.
8. Periscolaire: information is given on the following:
 - a. Minutes of the last WG were circulated to the Board. It shows a decrease in registrations. We have kept all possible classes active.
 - b. updated rules indoor for the sports activities have been communicated to parents. Adaptations will continue to be done depending on the rules issued by the BE authorities and the school.
 - c. On 14/10 at 23:59 was the deadline for cancelling the registrations. 91 cancellations were done by parents on the last day. Now the APEEE has the final figures.
 - d. It is possible that in the future if there are long lockdowns the APEEE will have to consider reimbursements for the lost classes. To be analyzed.
9. Secondary: S. Kalman reminded that the hybrid plan was dropped because the school cannot decide unilaterally to move to that system. It is not yet clear how this will develop so it would be good to go ahead with the survey. T. Almeida and S. Kalman also report on the meeting held with the School's Well Being team coordinators.
10. Primary: A. Rogal informs that a meeting with the New deputy director of primary took place on Wednesday 11/10. The next CEP&M meeting will be organized on 10/11/2020 and a preparatory meeting will be organized.

IV Info points:

11. Compliance update: information is given that the Covid measures for all services are published on the APEEE website. It's also decided that the Covid+ cases of APEEE staff members will be communicated to the school management to be included in the weekly communication of the school management to the parents.

12. Working groups updates as time allows

- a. B. Davidsson informs that IDEWE (the External Prevention advisor office for the APEEE) came to the APEEE to analyze the APEEE services and conduct a risk assessment study.
- b. A. Rogal informs that an Interparents meeting took place. A report will be circulated. Topics proposals were vulnerable families, new marking scheme, text books, distance learning and educational support. Study on the difference between Belgian schools and European Schools in Belgium is to be organized. A. Rogal has been asked by Interparents to take the lead on this.
- c. The President has been invited to the meeting of Groupe d'Accompagnement which will take place on Friday 16/10 at 11:00 to prepare the next Board of Governors.

13. AOB

Next Board meeting will take place on 19/11/2020 at 19:00 via ZOOM conference call.