

Introduction Meeting - Woluwe/Evere

Date: 10th February 2022 from 19h to 22h15

Location: ZOOM (online)

Present: Eleonora Apponi Battini – Monika Barabasz-Lopes – Christian Bondeson-Eggert
Alexander Cornford – Bengt Davidsson – Catarina Duarte Gomes – Pim Gesquiere – Andrea Grgić
– Sebastian Guerrero – Ursula Hönich – Maija Knutti – Nicolas Lacroix – Bruno Laranjeira –
Roberta Maggio – Mario Mariniello – Mr Gaspar Molnar – Wolfgang Munch – Gisela Santos –
Johanna Schulyok – Kevin Smith – Giacomo Marco Somma – Ulrike Storost – Monika Szulyovszky
– David Zelinger

Board 2021: Vanessa Aulehla – Giles Houghton-Clarke – Raquel Jimenez Lopez – Szilvia Kalman –
Minna Melleri – Christine Pyka – Michael Teutsch – Anna Yavorska

Others: Anja Galle – Ferhan Pelister – Clémence Eugene

Absent: Tatiana Almeida – Anna Grömer – Christine Thomas

Following documents were sent to Board members prior to the meeting:

- General presentation of the APEEE & the European School system
- Organisation structure of the Board 2021 - the roles and responsibilities
- Working Groups and the current priorities they have been addressing
- Legal compliance and regulatory issues:
 - Confidentiality Undertaking
 - Responsibilities and liabilities of the Board and its members
 - General rules of the European schools (copy available on the EURSC website: <https://www.eursc.eu/en/Office/official-texts/basic-texts/en>)
 - The APEEE statutes and rules of procedure 2020 (copy available on the APEEE website: <https://www.woluweparents.org/wp-content/uploads/2017/10/Statutes-rules-of-procedures.pdf>)
- APEEE Working Methods

Tour de table and the presentation of the APEEE and European School System

G. Houghton-Clarke introduces the meeting by explaining the outline of the APEEE and the Board, what it does, its mission, and the role of the APEEE Director. Each member introduces themselves. The floor is given to the Board members of 2021 Board to present a short introduction of the European School System and the APEEE structure.

General presentation of the APEEE & the European School system

Presentation is given on the APEEE mission, the role and responsibilities of the APEEE Board:

APEEE Main Roles et School:

- **Represent pupils' parents: exchange** with school e.g. Board of Governors, school's Administration Board, Education Councils, various councils and committees.
- **Provide services to pupils:** school bus, provide lunch, after-school activities

The representing role is established in the '[Convention defining the Statute of the European Schools](#)' (1994). Board of Governors recognises parents' Association, article 23.

Board of Governors has established the '[General Rules of the European Schools](#)'. The role of Parents' Association is especially mentioned in articles 2, 5, 21, 35-38.

APEEE mission: An excellent education for all children:

- Work with school management and Secretary General to deliver high educational standards and optimum results for all pupils.
- Achieve a broad educational experience that includes cultural, sporting and personal development.
- Deliver essential services in transport, extra-curricular activities, canteen.
- Represent the interests of parents and pupils towards the school authorities and other stakeholders.

Governance

- General Assembly of APEEE
 - Class reps delegate
 - Elects Board (25 members as of 2022)
 - Pass resolutions
 - Approves report, accounts and activity of Board
- APEEE Board
 - Regular management of APEEE activities
 - Interactions with the School Management
 - Interactions with the European School System
 - 2 way communication with class reps
 - Volunteers in working groups (with prior Board approval)
 - Legal decision power and responsibility – including services
- Meetings & communications
 - Meets at least once a month
 - 2 way communication with parents (emails, newsletters, etc.)
 - Section meetings
 - All parent evenings on key topics
 - Parent volunteers in working groups (with prior Board approval)

APEEE Board: role and responsibilities

- Support and represent parents in their interaction with the school.
- Represent parents and pupils' interests in governance and funding decisions and in ensuring the good management of the school system.
- Ensure legal conformity, financial probity safety and good practice in all APEEE activities and its own reporting and management obligations.
- Ensure that the services the APEEE provides are in line with parents needs and wants and at delivered consistently to the highest possible standard.
- Inform and consult key stakeholders on our activities and strategies, starting with its most important stakeholders – the parents and class reps.
- Develop a network with teachers, in your section, with parents and other APEEEs.

APEEE Board Structure

- Bureau: The bureau is stipulated in the APEEE statutes and consists out of the President, the Vice-President Administrative affairs, the Vice-president Pedagogical affaires, the treasurer, the information secretary, the secretary and a Board member without portfolio (7 members in total).
 - Generally, The Bureau is mainly responsible for dealing with HR matters concerning the APEEE staff.
- All APEEE Board members: lead and participate in working groups.
- Director: (Anja GALLE) manages the APEEE services and staff.
- Financial Administrator: (Erwin VAN DIJCK & Julien DANAN) financial and administrative tasks.

APEEE Board Structure

- Woluwe Parents AISBL is a legal entity, under the governorship of a Board of Directors (The Board).
- Generally the AISBL bears responsibility for the errors of its representatives.
- Board members are legally accountable for their actions with the respect to the AISBL:
 - Violation of the AISBL's statutes
 - Management mistakes due to a lack of care and skill (bonus ac diligens pater familias)
 - Failure to perform legal duties
 - Conducting activities in a way that is contrary to the law
- The APEEE has **professional indemnity insurance in place for Board Members**.
- The APEEE has **implemented a system of Risk Management and Regulatory Compliance assessment**, including annual audits, to ensure that the AISBL is run safely and according to correct business and regulatory standards

Action point: all Board members are invited to carefully read the document on liability of directors and board members of a Non-Profit Organization and protection of bank deposits, which they received prior to the meeting.

Key counter-parties and forums

- The Conseil d'Administration de l'école (C.A. – Governing Board): The school management and financial director of the school with the Secretary General of the European schools, the teachers and APEEE and Eurocontrol representatives (students' representatives are invited to be part of the meeting). The APEEE President and Vice-presidents attend the school C.A. meetings, which are held twice a year.
- School advisory committee (SAC): is a forum to discuss the strategic development of the school. The role of the SAC is to discuss, analyse and make proposals on for example the school's budget plan, the school's annual plans etc. The SAC invites 5 members of the APEEE Board to attend their meetings.
- Health & Safety & Security Group (CHS): meetings used to be organised by the school several times per year.
- The Conseil d'éducation: this is the forum where the school Primary and Secondary director respectively meet with teachers and APEEE. For CEES also the students are invited. The meetings are held twice or three times a year.
 - Conseil d'éducation primaire et maternelle (**CEP&M**): each section is represented by a Board member at the CEP&M, which means 9 Board members can attend. Usually, it concerns the Board members who have children in primary.

- Conseil d'éducation élargie secondaire (**CEES**) : 4 APEEE Board members attend the CEES meetings.
- Pupils CDE, Advisors, Teachers (primary & secondary reps)
- Subject specific meetings, pupils' wellbeing, headmaster meeting, special meeting to address unique topics.

Governance of European School system

- ✓ The Board of Governors (Governing Board):
 - The BoG meets twice per year
 - Comprises educational representatives (civil servants from a Ministry) from each Member state plus Commission etc.
 - Ultimate decision making entity.
 - National delegations -> important to have good contact with the representatives of the member states and invest in lobby work. Apart from the ministry representatives there are two inspectors, one for primary one for secondary for each member states. These are responsible for recruiting seconded teachers and making sure local teachers have the right competences.
 - Board members are advised to benefit from meetings held in Brussels to meet up with BoG-delegates and inspectors from their MS.
- ✓ Budget Committee
 - Subcommittee of the BoG.
 - Advises BoG on all decisions with budget implications.
- ✓ Joint Teaching Committee
 - All inspectors are participating, a good moment to lobby when in Brussels.
 - Prepares for BoG decisions all pedagogically related topics.
- ✓ Working groups
 - Report either to BoG, JTC or Budget committee.
 - 80+ from new marking scheme to secondary reform.
- ✓ Group d'accompagnement (Commission)
 - APEEE meeting with the Commission to prepare for the BoG and budget committee.
- ✓ InterParents
 - Two delegates of each APEEE organise themselves from all 13 European schools, meets several times per year in the various locations of the school.
 - Campaigns on all school system issues.
 - All APEEEs are equal, but different in composition.
- [General Rules of the European Schools](#)
- [Rules of Procedures of the Board of Governors](#)
- [Rules of Procedures for the Joint Teaching Committee](#)
- [Rules of Procedures for the Budgetary Committee](#)
- [Rules of Procedures for the Board of Inspectors](#)

Work of the Bureau and the Working Groups (working methods, role and responsibilities)

The Bureau Members and the coordinators of the different Working Groups (WG) are given the floor to present and explain about their role during 2021. Each coordinator also explains the workload and meeting requirements (how many times a year, with whom, ...) for their WG. Each new member has received the documents with the priorities the WG have been addressing.

New Board members are invited to contact the working group coordinator or members of the working groups if they have any additional questions.

15th February 2022 – First Board Meeting

The date for the first Board meeting was set on Thursday 17/2/2022. Unfortunately, several Board members cannot make it that evening, therefore the meeting will take place on Tuesday 15/2/2022. During the first Board, the elections of the members of the Bureau, the Working group coordinators and the working group members will be organized.

Action Point: Board members are asked to have a look at the **Board structure document** (sent out prior to the 10/2 meeting) to reflect on the areas of interest in order to be able to make a choice to which working groups they would like to join.

Advice is given: to take in due account the workload related to the different position, membership in 1 or 2 working groups is recommendable (maximum 3). Working groups are flexible and membership can be changed if appropriate during the school year.