



ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS' ASSOCIATION
REUNION DU 1er MARS 2016 / MEETING OF 1 MARCH 2016

Doc. Numéro / Number
CA 10/2016

COMPTE RENDU PROVISOIRE DE LA REUNION DU CONSEIL D'ADMINISTRATION DE L'APEEE DE BRUXELLES III-IXELLES

16 FEVRIER 2016

La réunion a débuté à 20 H Bd. du Triomphe, 135 - Mezzanine des Professeurs sous la présidence de Anastassios Papadopoulos.

Présents / Excusés / Absents:

ALBERS Ronald (RA)	FITCH Keir (KF)	MARTÍN ALONSO Elena (EM)
BARRY Geraldine (GB)	GEORGIANNAKIS Georgios (GG)	NOMDEN Koen (KN)
BENABDERRAHMANE Hayet (HB)	HRUBY Tomas (TH)	PAPADOPOULOS Anastassios (AP)
BOUCHERON Agnès (AB)	JESLINKOVA Eva (EJ) (quitte à 20h50 avec procuration à TH)	REICHOW Holger (HR)
CASTELLANO FUENTES Maria José (MC)	KLOOTS Rob (RK)	SAURA MORENO Maria (MS)
COATES Simon (SC)	KROUSTALIS Ioannis (IK)	TURNER Jo (JT)
DIAMANTARAS Komninos (KD)	LAKE Rosita (RL)	WEIN Robert (RW)
EGGERS Barbara (BE)	MARQUARDT Stephan (SM)	ZARIFOPOULOU Fani (FZ)
FENECH Catherine (CF)		
<u>Secrétaire:</u> Jocelyne Poupé		

Agenda point	Discussion/Conclusion	Suivi / Follow-up	Responsable / Responsible
1. Approbation de l'ordre du jour / Approval of the draft agenda	Approuvé		
2. Approbation du compte-rendu de la réunion du 19 janvier 2016 / Adoption of the minutes of the previous Board meeting on 19 January 2016 (CA 2/2016)	Avec une modification concernant les membres du CP		
3. Points d'information / Information points			
a. Résultats du Comité exécutif / Results of the Executive Committee (CE 1/2016)	Présentation par SC. (See doc CE 1/2016 minutes of the CE)		
b. Résultats du Comité consultatif pédagogique / Results of the Advisory Educational Committee	Présentation par RW.	Minutes of the PC meeting will follow	RW
4. Elections			
4.a. Election du Vice-President communication / Appointment of the Vice-President on Communication	EJ est seule candidate pour le poste de VP Communication, mais pas pour ce qui concerne les tâches IT. SC: CE agreed that the two posts should exist and that both should be members of the CE. AP: Both will be members of the CE, which		

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	was not the case in the past. Result: Eva Jeslinkova voted by unanimity.		
4.b. Election du suppléant en charge d'IT / Appointment of the Deputy in charge of IT	RK est candidat pour IT lead. RK considers that the two posts should be on an equal basis. AP: Statutes determine only one VP on communication post. GG is also candidate for the IT lead. The two candidates made short presentations of their candidatures. Result: RK – 12 votes, GG – 11 votes. One vote not valid. RK elected deputy in charge of IT.		
5. Approbation de la nouvelle organisation / Approval of the new organisational chart (CA 3/2016)	Discussion and proposals on the presentation of the CA's structure. (comments made by SM, HR, MSM, RW, HB, IK). AP will adapt the chart and resend to the members. Conclusion: no "adoption" needed, the CA will re-discuss the chart in the next meetings. Any comments/suggestions, to be sent to AP by e-mail by Tuesday		AP/all

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	23/02/2016.		
6. Echange des vues sur le projet du règlement intérieur du CA / Exchange of views on the draft Internal Rules of the Board (CA 4/2016)	No discussion.	Comments to AP until Tuesday 23/02/2016.	All/AP
7. Springfest	KD: présentation des résultats de sa visite avec AP au comptable et aux auditeurs de l'APEEE. Commentaire du reviseur: le CA travaille en collégialité. Au cas de problème, tous ensemble prennent la responsabilité. En ce qui concerne la comptabilité, les points à améliorer ont été discutés (par exemple le WG de contrôle interne, suite à la recommandation de AvenSys). Le feedback que les auditeurs pourraient donner après 2 ans de travail et le Springfest ont été également discutés. Les responsabilités du comptable et du personnel ont été aussi discutées.	AP: les règles internes incluent déjà des points qui concernent la gestion financière et le contrôle interne. Elles seront discutées lors du prochain CA.	Tous
a. Echange des vues sur le projet de la nouvelle convention / Exchange of views on the new draft Convention (CA 5/2016)	KD explains the modifications of the new set-up in comparison to the previous: financial management taken over by	Comments on the convention to be sent directly to KD (JP in copy) by next Tuesday	KD/all

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	APEEE, but in cooperation with the school. Springfest account comes under the responsibility of the APEEE (should not be in deficit for neither for the school nor the APEEE). The question of liability for any loss was raised. The school director does not have power for authorising any payment from the APEEE account. All orders done in cooperation, but the school cannot order anything on its own. The old Springfest account is closed, funds temporarily transferred to GA account and will be transferred to the new account as soon as it is opened. Approx. 64.000 EUR. Canteen: supplies for Springfest will be deducted from stock (all supplies passing from the canteen sector). Convention: the same text is with the school's management for approval. Comments: HR: school has a large say on how the benefits should be distributed (parents paying what the school should). TH: SF	23/02/2016). Next CA 01/03/2016 will take the final decision on the convention, which by then should be already approved by the school.	

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	rules overruling APEEE rules on the management of the account? Too detailed? KN: parents' presence, given that on it depends the success? HB What is the 10k EUR and what are the school projects on which the benefits may be used? KD: - details needed to be as clear as possible, so that the school puts order on the organisation, given the responsibility taken by APEEE. - 25k EUR is a reserve for next year's SF. Benefit to be calculated on top of this, divided in three equal parts for activities mentioned in article 9 of the convention. Worst case scenario: cancellation one day before the event (all payments done/not possible to cancel). The current security situation will be taken into account for this year's organisation.		
b. Nomination du nouveau coordinateur pour 2016 / Appointment of the 2016 coordinator	One external candidate: Martine Steenhower. Result: voted by unanimity.	Result will be announced to Martine.	
c. Décision sur l'ouverture du nouveau	Voted by majority (22 for, 2 abstentions)		

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compte APEEE Springfest / Decision on the opening of a new APEEE Springfest account	Note: the new account will be completely separate from the other sectors.		
8. Echange des vues sur le projet d'avis de vacance pour le nouveau poste du personnel / Exchange of views on the draft vacancy notice for a new APEEE staff member (CA 6/2016)	SC: CE has not yet agreed on the job description. AP: - manager/coordinator? - interaction with staff? - what kind of tasks/job profile do we need? Intention to have a new recruitment by May 2016 (publication in March, selection in April). Need to have new skills in the APEEE, e.g. in the fields of communication, horizontal coordination, etc.	All comments to be sent to SC by Tuesday 23/02/2016. CA of 01/03/2016 to decide on the vacancy and its publication.	All/SC
9. Décision concernant la réduction des prix à la cantine / Decision on the price reduction in the canteen (CA 7/2016)	MSM: CA follows the decision by the GA. Discussion concerning the date of application of the deduction (to include or not the second term). SM expresses a different view. CA approves the decision for a linear reduction (CA 7/2016) by majority (22 for, 2 abstentions). Date when the deduction will	Implementation.	MSM/Canteen WG

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	be applicable: 1 January 2016.		
10. Inscriptions en ligne / E-enrolment	CE a décidé de contacter des firmes IT afin d'explorer leur intérêt. La compagnie iclub est déjà intéressée pour l'étude ainsi que pour participer à l'appel. AP: décision à prendre: on a besoin d'un audit IT ou passer directement à l'appel d'offre. GG: project not clearly defined, too many goals and tight timing. Risk of ending up with a project not very well adapted. ToR not well structured and without precise criteria. Best way to avoid the risks is to split the task in two parts, even if the service is single. RL: agree with GG on many issues. ToR is a mixture of many things. In the end we only need an enrolment system, on which solutions exist and are functional. Discussion on the possible option, modalities, planning, timing. Budget approx. 30k EUR, max 50k EUR. Provisions for maintenance after delivery		

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	should be included.		
Décision sur a) un audit IT préliminaire v. b) Publication d'appel d'offres / Decision on a) preliminary IT audit v. b) Publication of a call for tender	Study: 3 for, abstention 3, 18 against ToR: 18 for. ----- Members of WG for the preparation of ToR: GG, TH, RL, IK. Text to be presented for the CA of 15/03/2016.	The text has to be fine-tuned so as to be voted in the CA of 15/03/2016.	WG for the project
11. AOB	RW: question on timing of CA meetings. New statute aimed at bi-monthly meetings, while currently we are having two meetings per month => risk that members of committees might prioritise CA against committees. AP: particular situation. The Board has not met and discussed on substance since October 2015. Need to adopt internal rules of the Board and to agree on the draft job description for the new staff member as well as on the Springfest convention and on the e-enrolment follow-up, before a normal rhythm is established.		



Fin de la séance : 22h40

Prochaines réunions du CA prévues pour les: **mardi 1/03/2016 et 15/03/2016 à 19h30.**