

**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS' ASSOCIATION
MEETING OF 22 MAY 2018**

**Document Number
CA 18/2018**

MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD

Meeting commenced at 7 pm at the European School Brussels III, Teachers Canteen, chaired by APEEE President, Anastassios Papadopoulos.

Members of the Administrative Board:

Ronald ALBERS (RA)

Geraldine BARRY (GB)

Hayet BENABDERRAHMANE (HB)

Agnès BOUCHERON (AB)

Sarah COLLINS (SC)

Katia DE SOUSA DIHO (KDSD)

Komninos DIAMANTARAS (KD)

Barbara EGGERS (BE)

Catherine FENECH (CF)

Georgios GEORGIANNAKIS (GG)

Tomas HRUBY (TH)

Kveta JANOUSKOVA (KJ)

Ioannis KROUSTALIS (IK)

Kamila KAUKIEL (KK)

Rosita LAKE (RL)

Elena MARTÍN ALONSO (EM)

Dirk MEERT (DM)

Jakub NICE (JN)

Koen NOMDEN (KN)

Anastassios PAPADOPOULOS s (AP)

Gerard PAYNE (GP)

Maria SAURA MORENO (MSM)

Andreas SCHNEIDER (AS)

Jo TURNER (JT)

Fani ZARIFOPOULOU (FZ)

Extraordinary participation:

Observer: Ornella DI PERRI (OdP), Mr NOEL (RSM auditor), Mr GORET (accountant, Debroux et associés)

Present / **Excused** / **Absent**

| Agenda point | Discussion/ conclusion | Follow-up | Responsibility |
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| 1. Approval of the draft agenda | The agenda was approved by the Board. | | |
| 2. APEEE financial results (up until 31 March 2018) – intermediate financial report from the external auditor | <p>Accountant and KD presented financial results as of 31/3/2018:</p> <p><u>General Affairs</u>: 41k EUR</p> <p><u>Transport</u>: 160k EUR</p> <p><u>Canteen</u>: 112k EUR</p> <p><u>Extra-curricular</u>: 54k EUR</p> <p><u>Total APEEE</u>: 367k EUR</p> <p>Further, it was discussed how and when to analyse monthly accounts (profit/loss), to adapt our pricing policy or consider further (not budgeted) investments for the next school year. The best approach is to wait for the most actual figures (March or April). It was proposed that ExCo meetings will be held always after the 22nd day (i.e. beginning of each month) to review the latest financial results of the APEEE.</p> <p>External auditor presented preliminary remarks on the financial results as of 31/3/2018:</p> | <p>To set new dates for ExCo meeting from September 2018</p> <p>Clarify remarks raised by the external auditor as regards Transport and Extra-curricular sections.</p> <p>The reference period for the external auditor's analysis in 2019 will be examined again by the Board in autumn.</p> <p>Three options appear possible (see below). They present different pros and cons, while only cases b) and c) meet the objective of adjusting budgetary provisions for specific sections, namely for HORECA:</p> | <p>MSM</p> <p>FZ, RL</p> |

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| | <p><u>General:</u> delays in the reporting of financial results to the Board, better reporting of financial results of the particular sections, more details concerning personnel costs:</p> <p><u>General Affairs:</u> Higher bank costs than budgeted due to e-payments (Mollie fees)</p> <p><u>Canteen:</u> The financial results as of 31/3/2018 do not include results of the inventory (carried out during Easter holidays), better financial reporting of food costs (number of meals served and food costs per meal)</p> <p><u>Transport:</u> The external service costs are lower by 248k EUR than budgeted.</p> <p><u>Extra-curricular:</u> Lower revenues (14%) and reduction of the costs for the independent teachers (18%).</p> | <p>a) Figures by 31 December: the Board will be informed at its meeting after 20 February of each year</p> <p>b) Figures by 31 March: as applied this year</p> <p>c) Figures by 31 May, including an extrapolation of summer months' estimates: presentation is possible only for EXCO/Board meetings in September.</p> | |
| 3. Implementation of RSM recommendations – appointment of a Board member in charge of co-ordination and follow-up – Adoption of the annual roadmap of the APEEE internal audit and of its | TH appointed as co-ordinator for the follow up of the RSM recommendations on the internal procedures. Corrective actions (for example, Action plan) to be taken by the APEEE based on RSM recommendations should be presented to the Board in June. | Annual roadmap to be presented to the accountant and external auditor. | AP |

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| financial operations | AP presented draft annual roadmap related to the internal audit function to be carried out by the RSM, preparation of the budget and financial reporting. Annual road map was approved by the Board. | <p>Main work for the external auditor will be from 15/9 to 15/10 (both financial and internal audit functions).</p> <p>The accountant's roadmap in view of closing the annual accounts and preparing the draft budget in 2018/2019, thus involving meetings with sections, WGs, the Treasurer, the VP Administration and the President, will be concluded also in mid-October.</p> <p>All results will be presented at the EXCO meeting during the final weeks of October and at the November 2018 Board (before 22/11) in view of the General Meeting on 28 January 2019.</p> | <p>AP, MSM, GP, TH, OdP</p> <p>MSM, AP</p> |

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| | | The prolongation of the RSM mandate and its precise scope for another year must be agreed by the Board before 22 November 2018. | AP |
| 4. Presentation of the results of the ExCo meeting | <p>ExCo meeting was held on 18/5/2018 and the following points were discussed:</p> <p>Team building for the APEEE staff – decision on the selection of the activity and contractor to be taken by the HROM (OdP) with the financial limit of 3,000 EUR for the whole activity.</p> <p>Canteen - draft canteen satisfaction survey to be discussed with other sections, the IT Manager and the school. Launch at the beginning of June.</p> <p>Transport – project for the use of tablets in the buses discussed with IT Manager who has already worked on the application. It could be ready for testing in June and a pilot use could be planned between November 2018/January 2019.</p> <p>-Extra-curricular - proposal for an increase of the</p> | <p>Minutes from ExCo meeting will be published on the APEEE website.</p> <p>Team building is planned for 9 July.</p> <p>Preliminary survey results will be presented at the Board meeting on 26 June and final results will be presented to the Board in September.</p> <p><u>Update:</u> Based on the meeting</p> | <p>MSM, OdP</p> <p>MSM</p> |

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| | hourly wage of the activities supervisors (three options – by 10%, 15% or 20%). The Board requested additional information (e.g. indexation). Low registration numbers for the summer training. Further dissemination of information is required. | of the WG IT, the pilot testing will be carried out in January 2019 with the possible start of the projects from the school year 2019/20. The Board will decide on the proposal at its 26 June meeting. | |
| 5. Presentation of the results of the EAC meeting | <p>EAC meeting was held on 16/5/2018 and the following points were discussed:</p> <p>New structure of the APEEE WGs in the educational domain - under the new structure three WGs exist, which re-group a larger number of previous groups by education level, namely a Primary/Nursery WG, a Secondary WG and a Prevention/Well-being WG.</p> <p>Enrolment - the total number of applicants in Phase I for all European schools was 1863. This represents a higher number than last year but it is difficult to compare data, as the policy has changed to concentrate applications in the first phase. The number of FR applicants is up almost 45%, a marked increase compared to previous years, where the average was at approximately 38%.</p> | Minutes from EAC meeting will be published on the APEEE website | KN, OdP |

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| | <p>Nursery and Primary Educational Council (CE) was held on 24 April and following points were discussed:</p> <p>Rules of procedure: The CE did not agree to the division of the CE meeting agenda into A and B points. The text will be adopted as modified.</p> <p>Number of school classes: During the next school year there will be 10 nursery classes and 48 primary classes. Depending on the number of enrolments, it might be necessary to open an additional class for the P3 and P5 levels in the French section.</p> <p>Transition from P5 to S1: Mathematics knowledge gaps between the two cycles would - first and foremost - be a problem of perception, since new teachers often come from countries, where the mathematics contents of S1 differ because of the higher number of years in at primary level. Another source of perception problems is the different teaching and working approach of the secondary school from that of the primary school (no Intermaths exists at secondary level).</p> | | |

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| | <p>The two cycles are currently collaborating on the transition through, for example, visits of S1 pupils to P5 or information exchanges. In the next school year, the Primary school will introduce the position of “transition co-ordinators” from both transitions to Primary and to Secondary.</p> <p>Other solutions mentioned were: finding mentor pupils in the secondary school to help P5 pupils before their move into S1, information sessions for the parents, information letters for the parents as well as exchanges and information sharing between S1 and P5 teachers.</p> <p>As regards the transition guidelines, information to parents must be better organised.</p> <p>Language policy: A Board of Governor’s document on language policy addresses the option of introducing L3 in Primary (as of P4) and notions of L2 teaching in Nursery. This would be in line with a Commission objective (European Education Area), which invites Member States to ensure that by 2025 everybody masters 2 foreign languages at the end of upper secondary school.</p> | | |

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| | <p>Reactions with EAC were mixed. Several members stressed the existing problem regarding L1, which is not sufficiently mastered (especially in the FR and EN sections, where many children do not have the section language as (one of) their home language(s)). A further point raised was that the school is not very strict regarding the application of the “dominant language” principle in the process of enrolling pupils.</p> <p>GSM policy / mobile devices: The use of smart phones is prohibited in the Primary section. However, whether there would be a need for updated rules in light of the recent change of rules in Secondary was discussed. The opinions on whether there would be a problem with mobile telephone use in the primary school differed between the management and some parents. In particular, the use of smart phones seems to be a problem in certain sections.</p> | | |

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| | <p>The Secondary Educational Council (CE) was held on 19 March and the following points were discussed:</p> <p>Meeting organisation: Although the meeting lasted for three hours, all points were covered thanks to the new rules distinguishing between A points (info points) and B points (for discussion/position).</p> <p>Chinese courses. Presentation by the VUB Confucius Institute: free courses in Chinese during free hours will be offered to pupils but they will stay outside the school curriculum and will therefore not be included in the school report.</p> <p>“Learning to learn”: All S4 students and their parents were invited to the “learning to learn” sessions that were given by Irish trainers. The overall experience was positive. It would be beneficial to organize this earlier during the next school year and to have more time devoted to it.</p> <p>Continuous Professional Development for teachers: Teachers have been following first aid training given by the Belgian Red Cross (60 teachers). Other continuous professional</p> | | |

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| | <p>development courses have also been offered, namely on teaching the holocaust and in relation to combating anti-Semitism.</p> <p>School engagement in outside projects: The school has promoted participation in a bicycle tour for clean air and is also promoting participation in activities organised by “Serve the city”, which links volunteers (teachers and students, for whom it can be recognised as work experience) with NGOs (target group S5-7).</p> <p>Mobile telephone policy: This was discussed in greater detail. Mobile telephone use in classes has been prohibited since the Easter holidays, unless teachers allow using smart phones for educational purposes. Outside classes, the use of mobile telephones is allowed in dedicated areas. If rules are not respected, mobile telephones can be confiscated and parents need to retrieve them.</p> <p>Several projects were presented by students:</p> <ul style="list-style-type: none"> - Setting up a coffee corner - A TEDx event that took place in February 2018 - Hoodies sales | | |

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| | <p>- EEB3 school radio</p> <p>Student projects were very successful. They were assisted both operationally (IT services) and financially (SF earnings) by APEEE.</p> <p>APEEE extra-curricular activities: more activities will be offered in 2018/2019 addressing secondary pupils, including web design, robotics, counselling & career advice.</p> <p>Exchanges with other European schools (or accredited schools): there is no clear methodology and a lack of transparency towards parents (there was a single SMS communication this year, which is even an improvement compared with last year). More information is provided now on the School's website (www.eeb3.eu).</p> <p>B-tests: Mr Harper was present and on 16 May there was another consultation with parent representatives (Michael-Karl Pieber and Robert Wein).</p> <p>BAC: there is a BAC folder on paper with questions from past BAC examinations. Access to this folder could be better organised and more widely known. A meeting with the Head of BAC Unit is envisaged on 28 June 2018.</p> | | |

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| | <p>Additional comments made during the EAC:</p> <ul style="list-style-type: none"> - AP considers it useful if somebody from the EAC would follow BAC issues via the Interparents' on-line platform (AP took over this task in the absence of other volunteers). - AP advised that there is also an exchange program with China for two weeks (in July 2018, 36 Brussels ES students travel to China, while the Chinese visit us in October/November). Thanks to APEEE involvement since 2017 in liaising with the organisers and in improving communication, there were for the first time 15 applicants from EEB3 for the 2018 period. <p>Moreover, APEEE is also involved in the financial management of the 2018 trip for all European Schools in co-operation with the School Directors and the project's educational coordinator (Ms Jansen, teacher in EEB2).</p> | | |
| <p>6. Monthly report from the Human Resources and Operations Manager</p> | <p>OdP presented the following information: Evaluation of the permanent staff will start in June.</p> | | |

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| | A new person should be hired as of September on interim basis to substitute for the cafeteria member of staff on long sick leave. | | |
| 7. Enrolment dates for 2018-2019 school year– update on IT developments | GG presented the enrolment schedule for the school year 2018/19. Firstly, parents will be asked to pay the annual fee (via Bancontact, credit card or bank transfer). Only when the annual fee has paid, can APEEE services be requested. Parents with pending payment related to the school year 2017/18 will not be allowed to enrol their children for the school year 2018/19. Communication from the APEEE to such parents will be sent. Then, starting from 6/6 enrolment for the canteen and transport sector will be open. Enrolment for extra-curricular activities will be open from 13/6. | Enrolment opening date for extra-curricular activities was finally fixed for Wednesday 20 June as the planned upload on the system was not possible before. | AP, GG, IT manager |
| 8. News from the APEEE Working Groups | <u>Canteen:</u> Following the discussion at the January 2018 General Meeting, a survey between nursery parents will be launched to identify the demand for Wednesday lunches. Results of the survey will be discussed with the school management. In accordance with the APEEE Food Policy, a survey on the canteen services will be launched at | | |

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| | <p>the beginning of June.</p> <p><u>Transport:</u></p> <p>See Point 4 of the minutes.</p> | | |
| <p>9. Preparation of the School Advisory Council (SAC) on 24/5/20218</p> | <p>AP presented SAC tasks as set out in the General Rules of European Schools.</p> <p>4 representatives from parents participate in SAC meetings (APEEE President, VP for Educational Matters, one representative from the Secondary WG and one representative from the Primary WG).</p> <p>An initial discussion about extra-budgetary accounts was held in November 2017. The school intends to reduce its dealings in extra-budgetary provisions by establishing a new ASBL without providing any detailed information about its statutes, internal procedures or provisional accounts etc.</p> <p>Main activities of the extra-budgetary accounts include school diaries, school trips, Primary/Nursery class funds, sport clothes, photographs, lockers for Secondary students, teachers' / School staff activities (Staff Friendship Group) etc.</p> <p>Following the discussion at the Board meeting, the following position on extra-budgetary accounts was</p> | | <p>AP, GP, RA</p> |

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| | <p>taken (see CA 17/2018):</p> <p><u>Basic principle:</u></p> <p>The SAC cannot decide on the proposals tabled in view of the SAC meeting on 24 May. It is outside its mandate as consultative body and the APEEE does not agree to create new facts without prior consultations.</p> <p><u>Overall:</u></p> <p>Key information has not been furnished so far. We need the internal audit report and recommendations as well external audit findings and observations by the OSGES and the Commission IAS, together with fully-updated accounts and balance sheets as a basis for considering possible future financial models.</p> <p>We welcome the opening to the discussion on substantial issues and are committed to finding solutions for activities supporting the educational mandate.</p> <p>For all operations materially funded by parent contributions, full transparency and accountability towards the APEEE must be provided. We can envisage a Joint Committee (School – APEEE), like</p> | <p>A meeting between APEEE representatives (AP, GP, RA), the School Director and the members of the AISBL, “EEB3 Projects” is planned for Monday 25 June at 9 am.</p> | |

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| | <p>the one used for SF funds.</p> <p>APEEE has made a great effort in taking on SF and student activities management, thus relieving the school. This is about as much we can manage for now under the existing staff availabilities.</p> <p><u>A few basic principles apply:</u></p> <p>Operations shall be legally compliant, efficient and effective. The cost of administrative support must be proportionate and not unduly high.</p> <p>Extra activities of the school concerning non-educational areas or those with a commercial scope shall be discontinued.</p> <p>No cross-subsidies: Funds collected for a specific purpose (for example, diaries) shall be used only for that purpose and not, for example,. for staff activities' funding.</p> <p>As regards the school's ASBL, there needs to be full clarity on its objectives and rules. School must provide its statutes spelling out scope and purpose, registration number with the Chamber of Commerce, VAT number and statement of tax compliance, names and functions of all executives, declarations</p> | | |

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| | <p>of absence of conflict of interest.</p> <p>For funds accumulated in the past, detailed accounts are necessary.</p> <p>The following immediate actions should be discussed with the school management:</p> <p>N/P Class funds must be run by the classes themselves. No more centralisation. This needs to be made clear right away.</p> <p>Tentatively, operational models to balance costs and benefits for activities outside the scope of the formal ES budget need to be found.</p> <p>The APEEE Board identified a possible division of current extra-budgetary activities as follows:</p> <p><u>School</u>: diary, (major and compulsory) school trips, students' lockers, photographs, Intermaths and other school materials paid by students.</p> <p><u>Separate (no cross-subsidies), transfer or phase out</u>: Staff Friendship Grou and staff cafeteria.</p> <p><u>Out-sourcing</u>: sports clothes.</p> <p><u>APEEE</u>: possibly vending machines after the end of the current contract, student (and social) funds.</p> <p><u>Classes M/P</u>: own class funds</p> | | |

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| | This is a tentative and non-exhaustive list, open for discussion with the school management. | | |
| 10. Any other business | <u>5th ES in Brussels</u> – Information stemming from the Task-Force set up for analysing Brussels Schools' infrastructure situation and long-term perspectives confirmed that the 5 th school in Brussels will be located in Evere and the site could be made available for the beginning of school year 2024/2025. The Berkendael temporary site (Annex to EEB1) could remain as a permanent site. A confirmatory decision of the Belgian Council of Ministers is due on 21 July 2018. | The Monitoring Group (Groupe de suivi) meeting is envisaged in June with a view to analysing the proposal for the relocation of upper secondary students as from September 2020. | AP |



Next Board meeting is scheduled on Tuesday 26 June 2018 at 7 pm

Indicative list of issues to be addressed:

1. Recommendations from the Ad-hoc WG on the Financial Management of APEEE Assets
2. Results of the 2018 Springfest, Bac Ball and Students accounts
3. Actions taken based on RSM recommendations
4. Reports from APEEE Working Groups