

**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS ASSOCIATION
MEETING OF 21 NOVEMBER 2017**

**Document Number
CA 46/2017**

MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD

Meeting started at 7.15 pm at the European School Brussels III in the Teachers Canteen, chaired by APEEE Board President, Anastassios Papadopoulos.

Members of the Administrative Board:

Ronald ALBERS (RA)

Geraldine BARRY (GB)

Hayet BENABDERRAHMANE (HB)

Agnès BOUCHERON (AB)

Maria José CASTELLANO FUENTES (MC)

Simon (COATES SC)

Katia DE SOUSA (KDS)

Komninos DIAMANTARAS (KD)

Barbara EGGERS (BE)

Catherine FENECH Ca (CF)

Georgios GEORGIANNAKIS (GG)

Tomas HRUBY (TH)

Eva JESLINKOVA (EJ)

Ioannis KROUSTALIS (IK)

Rosita LAKE (RL)

Elena MARTÍN ALONSO (EM)

Jakub NICE (JN)

Koen NOMDEN (KN)

Anastassios PAPADOPOULOS (AP)

Gerard PAYNE (GP)

Maria SAURA MORENO (MSM)

Andreas SCHNEIDER

Jo TURNER (JT)

Robert WEIN (RW)

Fani ZARIFOPOULOU (FZ)

Invited persons: Mr Noël (external auditor), Mr Goret (external accountant), Mr Spyrou (IP representative) and Mr Tasho (LT) (IT Assistant)

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

Agenda point	Discussion/conclusion	Follow-up	Responsibility
1. Approval of the draft agenda	Draft agenda 43/2017 REV 1 was approved.		
2. Résultat de la réunion du comité exécutif du 16 novembre 2017 / results of EXCO meeting of 16 November (CE 17)	SC presented results of the EXCO meeting as set out in CE 17.	Minutes will be published on the APEEE website	SC, LT
3. Préparation de l'assemblée générale du 22 janvier 2018 / preparation of the General Assembly of 22 January 2018	The APEEE General Meeting will be held on 22 January 2018. The following items were addressed in preparation for that meeting:	Written reports – contributions from all sectors are expected by Tuesday 12 December 2017.	AP, OdP
a. Examen final des comptes finaux 2016-2017 / final examination of 2016-2017 final accounts	Mr Goret (APEEE external accountant) presented final accounts for the school year 2016/2017: <ul style="list-style-type: none"> • General Affairs: +56k EUR • Transport: +135k EUR • Extra-curricular: +54k EUR • Horeca: -9k EUR • APEEE total: +236k EUR 	The final accounts for presentation and adoption at the APEEE General Meeting will be approved by the Board at its next meeting on 19 December 2017.	KD, Mr Goret

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b. Examen final du projet de budget 2017-2018 / final examination of 2017-2018 draft budget	<p>Mr Goret presented a draft budget for the school year 2017/2018:</p> <ul style="list-style-type: none"> • General Affairs: +42k EUR • Transport: -22k EUR • Extra-curricular: -3k EUR • Horeca: -38k EUR • APEEE total: +21k EUR <p>Mr Goret was requested to provide more details about the draft budget, in particular, a more analytical breakdown of some aggregated figures (for example, other Horeca revenues). Moreover, he will present estimates for both revenues and expenditure on a 10-month scale, in order to enable future decisions to be taken on solid provisions (extrapolations in June will include July and August). Mr Goret promised to provide this further analysis before the upcoming Board meeting.</p> <p>The draft budget respects to a very large extent the principle of specification on both the revenues and the expenditure sides.</p> <p>Discussion took place about the price increase for the canteen due to the planned deficit of 38k</p>	<p>The revised draft budget for presentation and adoption at the APEEE General Meeting will be approved by the Board at its next meeting on 19 December 2017.</p>	<p>KD, Mr Goret</p>

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	<p>EUR. The Canteen WG did not have common position on this issue. While the revenues of the canteen were budgeted conservatively, there is a risk that the costs can be even higher. This can increase the planned deficit even more.</p> <p>On the other hand, the Horeca sector made very high profits in previous years and therefore some members of the Board think that we can afford a deficit in the 2017/2018 school year. Moreover, for the teachers' canteen, which in traditional operation produces recurrent deficits, is expected to have a deficit of approximately 20k EUR (very conservative estimation). It was mentioned that it would not be fair if the deficit of the teachers' canteen is to be covered by students/parents. Finally, it was mentioned that change of the prices during the school year can cause also some problems in the enrolment process and additional work for our staff (needs to be discussed with IT Assistant).</p> <p>At the end of the discussion, it was highlighted that the common objective of all sectors shall be to have a budget in balance (as much as</p>		

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	<p>possible close to zero).</p> <p>The Canteen WG shall discuss the necessity of a price increase for the period 2018-2019 as well as the proposed reduction of costs through appropriate controlling mechanisms and report back to the Board in December.</p> <p>The idea of presenting two draft budgets to the General Meeting did not get support.</p> <p>It is recalled that amortization of all investments (EPAFOS, canteen equipment, etc) will be amortized in the next three years.</p>		
c. Examen du projet des recommandations des auditeurs / examination of the draft recommendations from auditors	<p>Mr Noël (RSM) presented the main draft recommendations in a written form, which remains confidential for Board members only.</p> <p>The audit presents reasonable assurances about the 2016/2017 budget execution.</p> <p>It was stressed that any payments for contracts of services signed with non-Belgian tax subjects, which are executed in Belgium, should be subject to the Belgian VAT, and therefore the APEEE must register its own VAT number. All service providers were informed accordingly, as regards future</p>	<p>In parallel to the annual auditors' report, the comprehensive RSM global audit for internal control purposes is expected to be submitted to the Board for adoption on 19 December 2017.</p>	<p>KD, Mr Noël (RSM)</p>

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	<p>invoices. A respective provision for associated risks was budgeted in the 2017/2018 draft budget.</p> <p>Any documents still required from the APEEE (such as Mollie general conditions) will be submitted soon.</p> <p>It was recalled that the SF and Students' accounts did not contribute at all to the APEEE assets. Since the organisation of the events are not fully controlled by the APEEE (joint events), an ex-ante budgeting and control of expenditure faces some limitations.</p>		
d. Points d'information sur Springfest 2017 et 2018 et sur le Bal du Bac 2018 / information points about 2017 and 2018 Springfest and the 2018 Bac Ball	<p>Springfest (SF) 2017 accounts were adopted by the SF Financial Committee and will be part of the consolidated 2016-2017 APEEE accounts.</p> <p>Preparations for next year's events, which are to take place from 18 to 20 April 2018, commenced on 13 November 2017. Next year</p>	<p>The list of projects financed by SF 2017 proceeds will be made public on the APEEE website before the next Board meeting.</p> <p>The next 2018 SF preparatory meeting is planned on 4 December 2017.</p>	KD, MS (Martine Steenhouwer), MC, AP

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	<p>Mr Blomme will try to divide up his supervisory tasks among several secondary teachers with a view to transferring his accumulated experience.</p> <p>Bal du Bac 2018 – A preparatory meeting at the Palais des Colonies (Tervuren) took place on 3 November 2017. A reduced offer was received by the APEEE in the meantime. Efforts are undertaken in co-operation with the S7 Educational Counsellor, Ms. Verdonckt and the Student Organizing Committee to reduce - as much as possible - unnecessary costs and to present in December 2017 a reasonable price list to parents for all S7 planned activities and events (Bac Book, Jumpers and BBQ). It was recalled that for the first time VAT of 21% will be imposed on all prices during the 2017/2018 school year, since the respective financial responsibility has been transferred to the APEEE.</p>	<p>Preparations for the Bal du Bac to be held on 18 May 2018 will continue in coming weeks.</p> <p>LT will assist the Student Organizing Committee with all orders and purchases in the name of the APEEE.</p>	
e. Projets des résolutions / draft motions	AP invited Board members to discuss within their sections and inform the Board about any	The previous General Meeting motions were	AP, RW, EM, GP, OdP

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	<p>planned draft motions for the upcoming General Meeting.</p> <p>The first ideas floated concerned vending machines (already discussed at the last Primary/Nursery Education Council in October) and the management of class funds (to be discussed at the SAC meeting of 30 November 2017).</p>	<p>addressed in official school bodies and two are still under final discussion by SAC (school extra-budgetary accounts) and in the Hygiene and Security Committee (Communication Protocol of the School's First Aid Service).</p>	
<p>4. Présentation de la base des données des réclamations - Inscriptions et paiements en ligne - Priorités et prochains projets IT / presentation of the new electronic database for complaints management – e-enrolment and e-payments - forthcoming IT priorities and other projects</p>	<p>LT presented the current state of play in the IT area and outlined the key priorities for coming months. Considering the urgency of preparations for the General Meeting in January 2018, his focus will be on the e-voting system and the Users' Desk (see below), while the BackOffice project (including the website, e-enrolment, payments and all Filemaker functionalities) and development of tablets on buses are planned to be launched as from February onwards and be concluded by June/September 2018:</p>	<p>Board members in charge of the sectors must discuss the most appropriate list of issues in their respective WGs before 1 December 2017. The same applies for any observations or complaints regarding the database for complaints.</p>	<p>GG, AP, FZ, RL, MSM</p>

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	<p>e-voting system – the new system developed will be used for the votes in the General Meeting on motions and on the election of the members of the Board.</p> <p>New electronic database for complaints (Users' Desk) – the new tool must be at the service of all parents, who have issues with or observations about APEEE services. The target is a new and transparent system as well as a more efficient one for APEEE staff and Board members alike.</p> <p>Its implementation will provide an easy overview of the status of all complaints and allow a better management of and decision-making about recurring issues.</p> <p>BackOffice APEEE system – the concept includes back office functions linked with the on-line enrolment tool, the APEEE website, the Filemaker system, XAFAX and NET4 systems used for canteen and cafeteria, Mollie Online Payments and Winbooks/Isabel accounting systems.</p>	<p>The e-voting system will be tested before the next Board meeting in December 2017.</p> <p>The PPT concerning the IT Plans for 2017/2018 will be circulated to all Board members.</p>	<p>LT</p>

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5. Questions du personnel / staff issues	<p>To ensure better supervision in some transport lines, student attendants will be replaced by adults. This change will entail moving canteen service staff to buses and hiring replacement staff for the canteen. Budgetary implications will have to be calculated and discussed within ExCo or Board in December.</p> <p>As a result of an extraordinary meeting held on 22 November 2017 and because of the urgency, a written procedure No 22/2017 was launched on 23 November (after the Board meeting).</p>	<p>The outcome of the written procedure confirmed (by 13 votes in favour, four (4) abstentions and five (5) votes against the Board's agreement to upgrade the job description and increase accordingly the remuneration of the IT Manager (ex-Assistant) in line with his current tasks.</p>	<p>SC, MSM, FZ, AP</p>

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6. Politique de remboursement / re-imbursement policy	Double payments were reported because parents had already paid through bank transfer and for a second time, as soon as the domiciliation mode was activated. It was agreed that these unintentional, IT teething problems should not lead to the payment of any administrative fees for parents. As the number of such incidents remains unknown and their clearing for the past months would increase considerably staff workload, it was proposed that the change to the APEEE re-imbursement policy should be applicable as of January 2018.	AP will formulate a minor review of the APEEE re-imbursement policy document, whose possible adoption will enter into effect as of January 2018. A written procedure will be initiated soon. By a written procedure No 25/2017 the Board approved the amended APEEE reimbursement policy as set out in CA 47/2017.	AP
7. Questions pédagogiques / educational questions	Minutes from the last EAC meeting held on 24/10/2017 will be circulated to the Board members after the Board meeting.	Draft Minutes were circulated to EAC members on 1 December 2017. A joint Board-EAC meeting is planned on 19 December 2017.	RW

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<p>a. Politique d'inscription 2018-2019 - Etat des lieux / 2018-2019 enrolment policy Guidelines - state of play</p>	<p>The new enrolment policy for the 2018/19 school year (valid for all European Schools) was finalised by the Central Enrolment Authority at its last meeting on 16 November 2017.</p> <p>The proposed Guidelines have no impact on nursery-primary pupils, who are already in the school, or on their siblings. The main consequences will affect “newcomers”, namely primary or nursery pupils in all linguistic sections, for whom “satellite classes” in Berkendael (EEB1) may be opened in accordance with the new criteria. It was highlighted also that these Guidelines would have no impact on secondary students.</p> <p>The declared objective of the new policy is to fill the Berkendael site (370 existing pupils with a total capacity of 1100) and reduce gradually overcrowding in all other Brussels schools.</p> <p>The minimum number of pupils for the creation of a class in Berkendael was increased to 7</p>		

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	<p>pupils. New classes can be mixed according to the existing provisions for groupings (MAT, P)</p> <p>The overall effect could be quite large, as the expected reduction could be around 100 pupils for the Ixelles School.</p> <p>There is an obvious risk that there could be satellite classes in Berkeandal even below 7 pupils per class. The table proposed by the CEA is to have in Ixelles one nursery class for each section except for the FR section (two classes). These satellite classes will require extra budgetary funds for hiring local teachers (it is expected that MS will not provide extra teachers for the same number of students).</p> <p>Heads of Delegations in the Board of Governors will be updated about the risks of the draft enrolment policy for the 2018/2019 school year. Parents representatives abstained from voting at the last CEA meeting. The principles of the new Guidelines could be questioned by several delegations, especially about the long-term sustainability of the enrolment policy in view of the delayed opening of the fifth European School in</p>		

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	Brussels as well as the grouping of classes in Berkendael and the impact on the quality of teaching.		
b. Conseil Supérieur de décembre 2017 / December 2017 Board of Governors	The Board of Governors draft agenda was outlined by the IP representative, Mr Spyrou.		
c. Bourse de transfert / transfer exchange	There is no consensus between Parents Associations in Brussels on the “transfer exchange”. While some believe that the pilot project is worthwhile and may have real benefits for families in the longer term, others believe that it is an inappropriate use of resources.		
AOB	Extra-budgetary accounts – specific document draft was made by the school and provided to the Board members for their comments. All members of the Board are invited to analyse this document and provide the comments before 28 November (the SAC meeting is on 30 November) to AP and RW.	The item was discussed at the last SAC meeting on 30 November 2017. The first school year will be a testing phase for all School's extra-curricular accounts.	AP, RW, KD, RA

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	<p>Member of the Hygiene and Security WG (joint WG with the school) – at the next meeting on 12 December, we need to find a replacement for Holger Reichow. Board members are invited to apply for this position.</p> <p>Access WG – this is a new initiative of the deputy SG to draft common principles for access policy for all Brussels schools. There is the possibility of copying the more flexible solution used in other Brussels schools (badges, nursery etc.)</p> <p>Section elections – section representatives shall inform AP about the dates of elections in the particular sections (Board members, Educational Council reps). The deadline is mid-December.</p> <p>GSM policy – strict restrictions to the use of smartphones during lessons is envisaged by the</p>	<p>In the meantime, GP was proposed for membership in the H&S Committee meeting. His candidacy is to be approved by the Board on 19 December 2017.</p> <p>The WG meeting takes place on 13 December 2017.</p> <p>The final WG meeting is planned in December. The</p>	<p>GP, AP</p> <p>AP</p> <p>AP</p> <p>AP, RW</p>

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	new policy. The WG suggested also restricting the free use of telephones during free time.	draft policy will be presented in the Secondary Education Council on 11 December 2017.	

The next Board meeting is scheduled on Tuesday 19 December 2017 at 6 pm. At 8 pm, EAC members will join the meeting to discuss educational issues. At 9 pm, a Christmas dinner, to which APEEE staff members will also be invited, will be provided.

Liste indicative des sujets à traiter / indicative list of issues to be addressed:

- I. Approbation des recommandations de RSM sur le contrôle interne de l'APEEE / adoption of the RSM recommendations concerning the APEEE internal control
- II. Approbation des recommandations du groupe de travail ad-hoc sur les perspectives financières de l'APEEE / adoption of the recommendations of the ad-hoc WG concerning the APEEE financial assets
- III. Approbation du code de la politique des RH de l'APEEE / approval of the APEEE HR Policies Code
- IV. Vote électronique / e-voting