



**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS' ASSOCIATION
MEETING OF 6 MARCH 2018**

**Document Number
CA 8/2018**

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)

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

Agenda point	Discussion/Conclusion	Follow-up	Responsibility
1. Approval of the draft agenda	Draft agenda approved.		
2. Board's new composition and setting up of advisory bodies and working groups	<p>AP presented the updated organization chart of the APEEE based on the February 2018 Board discussion.</p> <p>The Board decided on filling remaining positions (not elected in February 2018) and composition of the Working Groups and advisory bodies.</p> <p>For details refer to the attached document.</p>  <p>CA 4 2018.docx</p>	All positions and compositions of the working groups will be published on the APEEE website.	OdP
3. Clarifications concerning the role and functioning of APEEE Working Groups (Article 7 of Board's Internal Rules)	Discussion postponed for the Board meeting in April.		AP
4. Working Groups annual priorities (first discussion)	Discussion postponed for the Board meeting in April.		All Chairs

<p>5. Preparations for Springfest 2018</p>	<p>Next Springfest Committee meeting on 13/3/2018</p> <p>The objective is to limit the use of cash as much as possible. As regards pre-orders of the tickets, no cash payment possible anymore, all orders and payment via APEEE system.</p> <p>Focus on new attractions:</p> <ul style="list-style-type: none"> a) Primary: Speleo box, jumping castle, robot demonstration, chess and initiation in circus activity b) Secondary: Music festival, Funlab, mini-golf, police car, EEB green stand and mini-games <p>APEEE services:</p> <p>Transport – business as usual</p> <p>Extra-curricular – no service provided</p> <p>Canteen – sandwiches will be provided for nursery students, P1 and P2</p> <p>Cash to be avoided with use of Bancontact for purchase of additional tickets.</p> <p>Only one cash stand will be made available.</p>	<p>Subsequent Springfest Committee meetings were scheduled for 10 and 16 April.</p> <p>The latest state of play will be presented at the Board meeting on 24 April.</p>	<p>MS / KD / AP</p>
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<p>6. Enrolment policy 2018-2019</p>	<p>JT, presented current state of play of the enrolment figures – number of applicants for the first phase was 1862 (compared with 1696 last year). It must be mentioned the policy has greatly altered since last year, which has resulted in more early applicants. Not possible to fully compare until the end of the whole enrolment cycle. Breakdown of new applications (based on numbers 22/03/18):</p> <ul style="list-style-type: none"> • Nursery: 784 (all schools) 257 (Ixelles) • Primary: 676 (all schools) 224 (Ixelles) • Secondary: 402 (all schools) 146 (Ixelles) <p>JT indicated that:</p> <ul style="list-style-type: none"> • Number of FR section applicants is about 45%, up from 38% last year • P1CZ and P1EL will go over the limit for the class with priority children • 13 sections in Berkendael, if the letter of enrolment policy is followed • New nursery class in the Berkendael likely for DE, EN, EL and ES section. Probably not for CZ section. • Potentially a slight increase in the total school population for the next school year for Ixelles. 		<p>JT</p>
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	<p>* The CEA meeting of 23/03/18 has confirmed new satellite nursery classes for DE, EL, EN, ES and IT. At Ixelles further nursery and P1 classes were opened for CZ and EL to accommodate priority enrolments. A further S2 FR class was also opened.</p>		
<p>7. APEEE HR Policy Code – Adoption (CA 48/2017 REV 1 + ADD1)</p>	<p>Small modification – to reflect distribution of tasks in the stock management area.</p> <p>Once approved, HR Policy Code to be translated into English</p> <p>Addendum approved by the Board.</p>	<p>Translation of HR Policy Code by the external provider</p>	<p>OdP</p>
<p>AOB</p>	<p>Summit for European Schools – the plan is to hold the Summit back-to-back with the Education Council in May. The main theme for the conference will focus on the "attractiveness" of the ES system, especially from the viewpoint of attracting and retaining qualified teaching staff. The impact of Brexit and the future of the ES cost-sharing system could be addressed in this context.</p> <p>RSM Letter of Mission – to be submitted to the Internal Controls WG for their comments and suggestions.</p>	<p>Following the WG consultation, the Letter was signed on 23 March 2018.</p>	<p>AP</p> <p>AP</p>

	<p>APEEE internal procedures – to be presented to the staff on 15/3 (including audit recommendation), staff will sign that they are aware of the internal procedures laid down.</p> <p>Auderghem Commune – meeting with Mayor will be held on 20/3 (including school representatives), topics: kiss and ride solution on the street as well as parking around the school.</p> <p>Prevention, Addiction and Well-being – meeting with other APEEE in Brussels, idea being to have Inter-WG to share ideas and experience in the schools. Uccle proposed to organize inter-EU school events - two in April and one in May. Events to be held in the Borschette and Charlemagne. Main costs are interpretation costs (at least 450 EUR per school), and speaker. We should offer to co-ordinate only 1 event. Board accepted providing financial support providing that all EU schools in Brussels will also contribute. Budget has to be circulated for the financial contribution.</p>		<p>AP</p> <p>AB</p>
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Next Board meeting scheduled on Tuesday 24 April 2018, at 7 pm

Indicative list of issues to be addressed:

1. Springfest 2018
2. Enrolment for the 2018/2019 school year
3. APEEE financial results
4. Results of the Ad-hoc WG on assets
5. Preparation for SAC meeting on 24 May 2018
6. IT Plan – state of play
7. Section priorities for 2018
8. Salary grid A.0 for the HROM