



**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS' ASSOCIATION
MEETING OF 7 MARCH 2017**

**Document Number
CA 15/2017**

MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD

Meeting started at 19:00 at the European School Brussels III, Teachers canteen chaired by APEEE president Anastassios Papadopoulos.

Members of the Administrative Board:

ALBERS Ronald (RA)

BARRY Geraldine (GB)

BENABDERRAHMANE Hayet (HB)

BOUCHERON Agnès (AB)

BRAUN Andrea (BA)

CASTELLANO FUENTES Maria José (MC)

COATES Simon (SC)

DIAMANTARAS Komninos (KD)

FENECH Catherine (CF)

Observer: DI PERRI Ornella (OdP)

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

GEORGIANNAKIS Georgios (GG)

HRUBY Tomas (TH)

JESLINKOVA Eva (EJ)

KROUSTALIS Ioannis (IK)

LAKE Rosita (RL)

MARTÍN ALONSO Elena (EM)

NICE Jakub (JN)

NOMDEN Koen (KN)

PAPADOPOULOS Anastassios (AP)

PAYNE Gerard (GP)

REICHOW Holger (HR)

SAURA MORENO Maria (MS)

SVICKOVA Katerina (KS)

TURNER Jo (JT)

WEIN Robert (RW)

ZARIFOPOULOU Fani (FZ)

Agenda point	Discussion/Conclusion	Follow-up	Responsibility
1. Approval of the draft agenda (CA 1/2017)	Agenda approved – point on tender for table services was added to the draft agenda.		
2. Results of Executive Committee (EXCO)	SC informed about the results of the EXCO meeting (CE 10).	Minutes will be published on APEEE website.	OdP
3. Results of the Educational Advisory Committee (EAC)	<p>RW presented results of the last EAC meeting held on 28/2/2017 and other educational issues held from the date of the last Board meeting:</p> <p>BAC conference – was organized by all 4 APEEEs ES in Brussels on 6/2/2017. The event was both informative and successful from organisational viewpoint, thereby laying the ground for similar events in the future in cooperation with the OSGES (conference on the new marking scheme could be planned in autumn 2017).</p> <p>Interparents meeting – Next BoG in April : the timeline for the introduction of the marking reform with a possible extension by one year will be on the agenda.</p>	Minutes from the EAC meeting will be published on APEEE website	OdP

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	<p>"Brussels future" sub-group – special working group was set up by the SecGen at the last Group de suivi meeting in November 2016 with a view to addressing long-term avenues for enrolment policies in Brussels European Schools against the background of four overcrowded Schools, a partly-used site in Berkendael and the future prospects of a 5th European School in Evere (possible opening in 2020). The sub-group composition is reduced to only one representative from all Brussels APEEEs (EEB 1 President, Mr. Pere MOLES-PALLEJA), one school director and one representative of teachers. Already a second meeting was held on 3/3/17, for which various simulations were produced. Discussions will pursue on 17 March 2017.</p> <p>CEA meetings on 2017-2017 school year enrolments - Issue of “satellite classes” (classes to be opened on an ad-hoc basis without opening a new section in Berkendael) was discussed, although no decision could be taken at this point. A new meeting is foreseen in March.</p>		

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	<p>Meetings with inspectors – RW and AP participated in an exchange of views with inspectors Coelho and Koenen on 16 February. Their visit was placed in the context of the evaluation of the 2013 Whole School Inspection (WSI) report and was to assess implementation in the first year of change of the school management. A new WSI exercise (made of 7 inspectors) is scheduled for 2018.</p> <p>AP and RA met with Educational Support inspectors Tuula and Guerreiro on 2 March 2017 and had the opportunity to present the APEEE views on the implementation of the new Educational Support policy in our school.</p> <p>School advisory committee (SAC) meeting on 28 February 2017 – AP, EM and Michael Pieber participated in this meeting. Survey results were in the forefront of the discussions (in the survey participated 182 out of 499 class representatives, i.e. 36.5%). A dedicated working group was created to follow-up on the results of the survey - first meeting on 20 March 2017.</p>		

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	<p>SAC addressed also S5 students' exit during lunch hours, the Rules of the Hygiene and Security Committee, the document to be signed by organisers of school events and the new initiative for the setting up of a new school-internal ASBL entrusted with the financial management of school trips and other events.</p> <p>Mandate of the WG Prevention of violence – will be decided at the next Board (28/3) in the light of the School management demand to discuss this issue in both Educational Councils (for primary and secondary).</p> <p>2017/2018 School trips – will be on agenda of the Secondary Educational Council on 13 March 2017.</p>		
<p>4. Mandate of the WG canteen</p>	<p>Mandate approved by the Board provided that agreements with OIB and Periscolaire sectors will be added thereto and the mandate will be adjusted based on the respective provision of the Rules of procedure (see next point 5 of the minutes).</p>	<p>Mandate to be published on the APEEE website</p>	<p>OdP</p>

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<p>5. Amendment to the Rules of Procedure (Article 7)</p>	<p>AP presented new wording of Article 7 of the Rules of procedure (Establishment of working groups) to ensure better communication, accountability and involvement of parents, who are not Board members, in APEEE work.</p> <p>New Article 7 with few editing changes was approved by the Board.</p>	<p>Amended Rules of Procedures will be published on APEEE website</p>	<p>OdP</p>
<p>6. Staff policy - Exchange of views on Working rules and on the Description of roles for APEEE staff</p>	<p>The external contractor Partena presented:</p> <p>1) The draft amended Working rules for APEEE staff: the main modifications concern the alignment of the rules with the new legislation (e.g. prevention at work, anti-harassment policy) and the addition of certain elements concerning HR management (e.g. possibility to adapt a modern remuneration system, introduction of annual evaluation and link to increases/promotions, work organisation, business continuity (back-up persons for all functions) etc.).</p> <p>2) Description of roles for all APEEE staff: this is the second part of Partena's work. Detailed roles are prepared based on a mapping of the</p>	<p>All comments to be sent to OdP (in CC to AP) by 17/3</p>	<p>All</p>

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	<p>work delivered by APEEE. The choice of roles instead of functions was made in order to allow for the necessary flexibility (e.g. one member of staff assuming more than one roles).</p> <p>A system for the regular evaluation of staff will be the third part of Partena's services to the APEEE, whilst the fourth track will be related to the review of the remuneration policy.</p> <p>Board members can present their comments on these documents by Friday, 17/3 with a view to adopting both documents in the meeting of 28/3/2017. Once approved, the working rules will be posted/presented to the staff with a 15-day regulatory deadline, after which the rules come into force.</p>		
<p>7. Staff situation in the canteen</p>	<p>AP presented the key findings of the investigation conducted in the canteen sector following the complaint of employees of September 2016. Although its scope intended initially to analyse possible misbehaviour, it was extended to general HR and stock management issues.</p> <p>AP presented proposal to re-organize the tasks</p>	<p>New distribution of tasks in the canteen will be presented to the canteen staff on 21 March 2017.</p>	<p>OdP</p>

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	<p>given to a number of employees to ensure, <i>inter-alia</i>, the principle of separation of functions and two-layer control system, as suggested by the auditors. The Board accepted this proposal.</p>		
<p>8. Tender on table services</p>	<p>WG on canteen presented a proposal to re-tender table service for the students' canteen for the next school year. The last tender was held in 2013. Tender documentation will be presented at Board meeting on 28/3/2017 to launch a new tender at the beginning of April 2017.</p>	<p>Tender documentation will be presented to the Board meeting on 28/3/2017</p>	<p>WG on canteen</p>
<p>9. Recruitment of the IT Assistant</p>	<p>SC presented results of the interviews for the IT staff (for e-enrolment and APEEE webmaster). Selection Committee proposed to hire one person (Mr Tasho) for an initial period of 3 months, renewable. The total costs during the 3-month period are less than 10,000 EUR.</p> <p>It was reminded that this selection fills the post of the secretary (vacant from 1 November 2016).</p>	<p>New person to be hired from Monday, 13 March 2017. The person may be requested to cover also the transport office regular needs from 7 to 8.30 am.</p> <p>A new job description for IT tasks was prepared for this purpose.</p> <p>Board will be requested to decide about possible</p>	<p>OdP</p> <p>SC, GG</p>

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		extension of the contract.	
10. Partition keys for accounting purposes	<p>RA presented the WG proposal for a new transparent and simple methodology for the setting of the partition keys for accounting purposes. The methodology is based on the average costs for the last four years and will be revised every three years (again based on the last four years). No impact on the total costs of the APEEE, small impact on the total costs of the transport and canteen sectors (approximately 1%). New partition keys will be applied from the school year 2017/18 (budgetary period starting on 1 September 2017) and read as follows:</p> <p>Transport – 50%</p> <p>Canteen – 35%</p> <p>Periscolaire – 10%</p> <p>General Affairs – 5%</p> <p>The Board approved unanimously the new partition keys.</p>	<p>External accountant will be informed about the new partition keys to prepare the budget for the school year 2017/18.</p>	<p>KD</p>
11. AOB	<p>CF presented the results of her meeting with students focusing on “green projects” within</p>	<p>To arrange a meeting with the school management as</p>	<p>AP</p>

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	<p>the school in her quality as member of the WG on communication. It was agreed that she will be from now on the contact point of students.</p> <p>RA requested to discuss in further Board meetings Springfest accounts and Students accounts as regards financial issues. Further he suggested clarifying with the school the purchase of the sport clothes and vending machines managed by the school. AP will propose a meeting with the school management as regards all pending financial issues (preferably after Springfest). In this context AP informed the Board about the engagement expressed by the school management that the APEEE shall be represented with one member in all selection committees for the renewal of new school contracts, when they affect children/parents' interests (photographers, sport clothes, etc.). He stressed also the intention of the school to set up an internal ASBL for the financial management of Primary and Secondary school trips organised for all sections.</p>	regards financial issues.	



Next meeting of the Administrative Board will be held on **28 March 2017**. Main points to be discussed:

- Mandates of other WGs (Internal control, Transport, Extracurricular activities, Communication) – for adoption
- Staff Regulation and Roles description - for adoption
- Tender on the table services and composition of the Evaluation committee – for adoption
- Springfest 2017 – exchange of views
- Policy and general overview of the situation in the canteen – exchange of views
- Composition of the APEEE WGs – for adoption
- Electronic payments – for adoption

Follow-up of the tasks from the meeting of the Board held on 31 January 2017

Task	Responsibility	Follow-up
Board meeting minutes of 20/12/2016 will be published on APEEE website.	GG / OdP	Done
Names of all administrators will be published on APEEE website.	GG / OdP	Done
List of member of the Board WG will be published on APEEE website.	GG / OdP	Done
In the upcoming Board meeting in March 2017 will be presented document describing role of the not members of the Board and their rights and obligations.	AP	Done
Consult the mandate of the WG on Internal control with the external auditor. Mandate to be sent to the Board members for approval by written procedure	KD AP	Due to the substantive comments raised by external auditor on EXCO meeting on 2/3/2017 a written procedure for its adoption was not launched. WG on Internal control shall take into account comments of the external auditor and submit the modified mandate for the Board meeting to be held on 28/3/2016.
Other chairs of the WGs will prepare mandates for WG in their responsibility which will be presented to the Board on 7 March 2017.	Chairs of the WGs	WG on canteen – done Other WGs – will be submitted for the Board meeting on 28/3/2017

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Minutes of the EXCO and EAC meetings to be published on APEEE website. Debriefing on the last School Administrative Board meeting is expected for the next Board meeting.	GG / OdP	Done
Decision of the Board on possible recruitment(s) will be taken via a written procedure, based on prior consultation with the Board members in charge of the sectors sharing the working slots.	AP	Recruitment of IT Assistant – decided by the Board on 7/3/2017 Recruitment of person for stock management in the canteen – decision pending as related to the update of internal procedures on stock management.
EXCO meeting on 2 March 2017 will analyse the budgetary situation in the presence of the APEEE external accountant.	SC / KD	Done
Material for the decision of the Board will be presented to the Board on 7 March 2017	WG on IT systems and e-enrolment project	The offers will be prepared by the IT Assistant in view of the next Board meeting on 28 March 2017.
Material on electronic payments for the decision of the Board will be presented to the Board on 7 March 2017	KD and WG on Internal control	Materials for a final decision will be submitted to the Board on 28/3/2017
Final costs for the BAC conference will be presented to the Board on 7 March 2017.	AP	The receipts of expenditure will be presented to the Board on 28/3/2017
To identify possible date for the General Meeting in January 2018, do all necessary arrangements and inform the Board accordingly.	OdP	On Monday, 22 January 2018, at 7.30 pm.

Task	Responsibility	Follow-up
Comments as regards JTC meeting to be sent to GS by 6 February 2017.	All	Done
To prepare material for the decision of the Board/EXCO as regards presentation of the meals served in the canteen.	WG on canteen	Decision was taken by the WG on canteen in line with the APEEE Procurement Policy (smartphone purchased for the head of the canteen staff to make photos of the meals). Photos are published on the APEEE website as of 27/2/2017. Very positive feedback from the parents obtained.