



**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS' ASSOCIATION
MEETING OF 28 MARCH 2017**

**Document Number
CA 23/2017**

MINUTES OF THE ADMINISTRATIVE BOARD MEETING

The meeting started at 7 pm at the European School Brussels III in the Teachers' Canteen and was chaired by APEEE President, Anastassios Papadopoulos.

Members of the Administrative Board:

ALBERS Ronald (RA)	GEORGIANNAKIS Georgios (GG)	PAYNE Gerard (GP)
BARRY Geraldine (GB)	HRUBY Tomas (TH)	REICHOW Holger (HR)
BENABDERRAHMANE Hayet (HB)	JESLINKOVA Eva (EJ)	SAURA MORENO Maria (MSM)
BOUCHERON Agnès (AB)	KROUSTALIS Ioannis (IK)	SVICKOVA Katerina (KS)
BRAUN Andrea (BA)	LAKE Rosita (RL)	TURNER Jo (JT)
CASTELLANO FUENTES Maria José (MC)	MARTÍN ALONSO Elena (EM)	WEIN Robert (RW)
COATES Simon (SC)	NICE Jakub (JN)	ZARIFOPOULOU Fani (FZ)
DIAMANTARAS Komninos (KD)	NOMDEN Koen (KN)	
FENECH Catherine (CF)	PAPADOPOULOS Anastassios (AP)	

Observers:

DI PERRI Ornella (OdP)	STEENHOUWER Martine (MS)	SPYROU Georges (GS)
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Present / **Excused** / **Absent**

Agenda point	Discussion/conclusion	Follow-up	Responsibility
<p>1. Approval of the draft agenda (CA 1/2017)</p>	<p>Agenda approved except point 10) Job descriptions. The point postponed until April 2017 Board meeting (pending discussion with staff on stock management procedures).</p>		
<p>2. Access to the school by car - Exchange of views</p>	<p>AP presented the current state of play regarding vehicular access to the school. Last Thursday, 23 March 2017, police informed the school by telephone that, as of Monday, 27 they will start imposing fines for incorrect parking. A warning was immediately communicated to the parents to avoid last-minute unrest.</p> <p>The following possibilities were discussed:</p> <ul style="list-style-type: none"> - "Kiss and Ride" availability in the underground school garage; - Kiss and drive on other school premises; - Kiss and drive in the first lane of the Boulevard du Triomphe (solution proposed by representative of the NL section and which has already been discussed with the school) – no support from Board due to the considerable security risks. 	<p>Continuing in communication with the school as regards parking and informing the Board at April meeting about the current state of play.</p> <p>Planned meetings with the Brussels Region and other services involved in the last week of April 2017.</p> <p>Letters sent to both Auderghem and Ixelles Bourgmestres on 31 March 2017.</p>	<p>AP</p>

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<p>3. Results of Executive Committee (EXCO)</p>	<p>Minutes from the EXCO meeting held on 23/3/2017 were presented by SC. The following main points were discussed:</p> <ul style="list-style-type: none"> -Preparation of mandates for WGs -Tender relating to canteen table services -Organization of Springfest 2017 -Solution for e-payments -Staff issues (Staff Regulation and job descriptions) -State of play in the transport, canteen and extra-curricular sectors -Purchase of IT equipment, approved by EXCO (maximum EUR 5,000 limit) <p>For details, refer to EXCO minutes (EXCO 11).</p>	<p>Minutes from EXCO meeting held on 23/3/2017 to be published on the APEEE website</p>	<p>OdP</p>
<p>4. Developments in educational bodies (Monitoring Group, Central Enrolment Authority, April 2017, Board of Governors)</p>	<p>RW presented the latest development in the educational area:</p> <p>Marking reform – document was submitted to Board of Governors, proposal that reform will be introduced from S1 to S6 (however no clarification provided in the document). It is necessary to lobby the BoG representatives from all sections. The objective is to postpone</p>		

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	<p>the whole reform to be launched as of September 2018 from S1 to S5, i.e. first BAC in June 2021.</p> <p>Two CEA meetings. JT presented the outcomes of two meetings of CEA, 100 less enrolments than in previous year. In Ixelles there were 4 classes above the limit (EN, CZ, FR, ES) at the end of phase I. Satellite CZ P1 class in Berkendael was considered, however it was noted by the school that it is not feasible. The situation in the EN, ES and FR depends on final classification of pupils, so will wait for final numbers before opening further classes. In the mean time, places are offered to the priority enrolment. Based on the real figures, the final solution will be discussed within CEA. SG made brief comment that the issue of SWALS would be discussed at the BoG maybe hinting at tougher stance towards SWALS with existing sections. SK SWALS will be informed by RW and TH.</p> <p>Meeting of Group de suivi (GdS): <i>Régie des Batiments</i> they are currently focusing only on the premises in Evere. Still waiting for the</p>		

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	<p>Ministry of Defence approval, then Feasibility study will be launched (approximate duration of 6 months). The best scenario to have some decision in December 2017. Next meeting of GdS in September 2017.</p> <p>Inter Parents meeting – GS presented main points discussed. Brexit issue already opened, however decided only to create of WGs on this topic for the moment. Secondly, marking reform discussed (see information above).</p>		
<p>5. Springfest 2017 - state of preparations</p>	<p>AP advised that Springfest 2017 Ceremony will be opened by Commissioner Oettinger.</p> <p>MS presented the draft Springfest programme.</p> <p>APEEE services:</p> <p>Transport – business as usual</p> <p>Extra-curricular – no service</p> <p>Canteen – sandwiches will be provided only for nursery and P1 and P2 students</p> <p>Standard activities as in previous years (fashion show and disco).</p> <p>The following new activities will be introduced:</p>		

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	<p>Video-conference – for S1 to S3</p> <p>Green games</p> <p>KD added additional information for Springfest 2017:</p> <p>Tickets will be numbered to ensure adequate control over their distribution; the cost per ticket will be 1 euro.</p> <p>In addition to individual tickets, there will be tickets resembling "fidelity cards", which will represent 5, 10 or 20 tickets.</p> <p>Pre-sales through bank transfer will be introduced (until 2/5). A simple application will be developed by the APEEE IT Assistant. Tickets will then be collected at the school.</p> <p>During the Springfest, it will be possible to purchase the tickets for cash, but also two payment terminals will be available to minimise operations with cash.</p>		
<p>6. Mandate for the negotiation of the new transport contracts for 2017-2020</p>	<p>The Transport WG is currently working on the renewal of all contracts with transport companies. The draft framework contract was submitted to the Board for the approval (CA</p>	<p>The Board will be informed about the new contracts with the bus providers.</p>	<p>FZ</p>

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	<p>19/2017).</p> <p>Negotiations with bus providers will start already next week. The contracts will cover the period September 2017 - July 2020.</p> <p>The Transport WG also stated that an open tender for the selection of bus providers is not appropriate for a variety of reasons (limited number of providers on the market as well as risk that unexperienced and risky providers with the lowest prices will be contracted, etc.). Therefore, the Transport WG proposed carrying out a negotiated procedure with the existing providers.</p> <p>The Board approved a negotiated procedure for the selection of bus providers based on present contracts.</p> <p>In parallel, the bus lines will be reviewed for September 2017.</p>		
<p>7. Mandate of the Transport WG</p>	<p>Policy related tasks are separated from day-to-day management tasks and budgetary and financial tasks.</p> <p>Day-to-day management tasks were previously taken up by APEEE staff but currently the role</p>	<p>Mandate of the Transport WG will be published on the APEEE website.</p>	<p>OdP</p>

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	<p>of the WG is strengthened (supervision and close monitoring)</p> <p>Consultation with Internal Control WG on budgetary and financial tasks will be added to the mandate.</p> <p>Mandate of the Transport WG approved with the aforesaid adjustment (CA 20/2017).</p>		
8. Information relating to school trips	<p>HB presented to the Board two documents on school trips (CA 17/2017, current progress in the work of the WG and example of the communication about the objectives of the school trip).</p> <p>The Board took account of the information presented.</p>		
9. Approval of the mandate of WG on Violence at School	<p>AB commented on the draft mandate of the Violence at School WG (CA 18/2017). It was agreed that mandate will be discussed firstly within EAC and then it will be submitted to the Board again (preferably in May 2017).</p>	<p>Mandate to be submitted back to EAC.</p>	<p>AB</p>
10. Tender on table services	<p>The Canteen WG presented Terms of References (ToR) for table services (CA 21/2017).</p>	<p>ToR to be published on the APEEE website.</p> <p>Letter to be sent to the current</p>	<p>OdP</p>

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	<p>The initial tender was carried out in May 2013. It means that the selected contractor provides table services already for a fourth school year. It is therefore necessary to examine the development in the market place (WG stated that, for example, Laeken school is benefiting from the lower prices).</p> <p>The initial ToR were used but some aspects have been modified (award criteria and flexibility of the contract).</p> <p>The Board approved the ToR which will be published on the APEEE website on 3/4 (in English and French). A summary tender notice in Dutch will be prepared by the representative of the NL section. The deadline to submit the bids is 10/5/2017</p> <p>The Board approved the composition of the selection committee: MSM, KN, KD, IK and OdP or Didier Delhoux.</p>	<p>provider informing him that the contract will not be automatically extended for the 2017/18 school year.</p>	
<p>11. Adoption of the new APEEE Staff Regulation</p>	<p>AP presented the APEEE Staff Regulation including all feedback comments from Board members (CA 9/2017 REV 1).</p>	<p>Publishing APEEE Staff Regulation on 29/3 for any staff comments.</p>	<p>OdP, AP</p>

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	<p>The publication of this document is foreseen for 29/3 and a meeting with staff for 5/4. (Partena will participate as well).</p> <p>The APEEE Staff Regulation was approved unanimously.</p>	Meeting with staff on 5/4.	
11. AOB	AP stated that at the end of April 2017 our telephone lines (Proximus) will move to a new central system which will be different from that of the school. This means that APEEE telephone numbers will change (end of May 2017).	Informing parents about new telephone numbers. Subsequently, the APEEE website will need to be updated.	OdP
	All Brussels' APEEE offices located now in SPA3 will move to BREYDEL building. Moving shall take place in May 2017.		OdP, AP
	Drugs and addictions will be discussed at subsequent Board meetings.	<p>Adding this point to the Board meeting.</p> <p>Discussing within EAC the problem of drugs in the school</p>	<p>AP</p> <p>RW</p>
	AP presented final costs for our APEEE for BAC conference 203.10 EUR (interpretation costs and dinner). Costs were shared between	Expenditure approved.	OdP

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	all APEEEs.		
	<p>RW presented preliminary and raw results of the school survey carried out before the 2017 carnival holiday. Results will be available before June 2017, analysis of raw data being carried out by the ad-hoc WG. For students and teachers, the school oversees the analysis. The school was asked to discuss issues with the Students' Committees, especially with the Small Students' Committee (S1-S3), as the multi-annual School priorities to be decided on that basis concern them mostly. The next WG meeting takes place on 24/4. RA proposed presenting and including in the annual and multi-annual plans also other APEEE priorities even if not clearly specified in the survey results.</p>		
	<p>Bal du BAC (on 30 April 2017) – AP stated that the school asked the APEEE to manage financially this event this year. It is recalled that the contract was signed by a private person. From next year, the whole event could be managed by a specific AISBL to be created</p>	<p>Preparing a document presenting the APEEE position on the organization of the Bal du BAC. Extra security measures might be necessary.</p>	<p>AP, KD and Internal Control WG</p>

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	<p>by the school (this could organize also school trips and various purchases). The topic will be further discussed at the April Board meeting.</p> <p>RA suggested asking the school about specific topics in writing (vending machines and the overall transparency issue) before the planned meeting to be held with the school on the future financial relations with the APEEE.</p>		
	<p>e-payments – KD started that there are 3 proposals for e-payments (ING, INGENICO and ATOS). EXCO decided to launch a pilot project for e-payment with one mobile e-payment terminal to be rented for a year. For the Springfest week, another e-payment terminal will be rented for a week so as to minimise cash payments.</p> <p>The pilot project will be assessed by the Treasurer and new proposal will be presented to ExCo and the Board in due course.</p>	<p>Material for the decision of the Board will be submitted to the Board in April.</p>	<p>KD and Internal Control WG</p>

The next meeting of the Administrative Board will take place on **25 April 2017**. The main points to be discussed are:

- Mandates of other WGs (Internal control, Extracurricular activities and Communication) – for adoption
- Role descriptions - for adoption



- Communication strategy – for discussion / adoption
- Composition and mandates of all APEEE WGs – for adoption
- Policy and general overview of the situation in the canteen - exchange of views
- Extra-curricular activities planning 2017-2018 – for adoption
- Extra-curricular activities Convention - exchange of views / adoption
- 2017 Springfest - state of play
- e-enrolment - state of play
- Internal workflow - exchange of views (poss. in April / May)
- Staff issues

Follow-up of the tasks from the 7 March 2017 Board meeting

Task	Responsibility	Follow-up
Consult the external auditor on the mandate of the Internal Control WG	KD and Internal Control WG	Mandate already modified and will be discussed at the April Board meeting
Other chairs of the WGs will prepare mandates for WG within their responsibilities which will be presented to the Board on 7 March 2017	Chairs of the WGs	Canteen WG and Transport WG – done Other WGs – will be submitted for the Board meeting on 25/4/2017
Minutes will be published on the APEEE website	OdP	Done
EAC meeting minutes will be published on the APEEE website	OdP	
Mandate of Canteen WG will be published on the APEEE website	OdP	Updated mandate was presented to the 28/3 Board meeting and will be published on the APEEE website
Amended Rules of Procedure will be published on the APEEE website	OdP	Amended rules of procedure have been presented to the 28/3 Board meeting and will be published on the APEEE website
All comments on Staff Regulation and job descriptions to be sent to OdP (in CC to AP) by 17/3	All	Done
New distribution of tasks in the canteen will be presented to the canteen staff on 21 March 2017	OdP	Done. Canteen staff were informed about the new procedures relating to stock management at the 31/3 meeting. The Board will be informed at the April meeting.

Task	Responsibility	Follow-up
Tender documentation will be presented to the 28/3 Board meeting.	Canteen WG	Done
<p>New person to be hired from Monday 13 March 2017. The person may be requested to cover also the regular needs in the transport office from 7 to 8.30 am.</p> <p>A new job description for IT tasks was prepared for this purpose.</p> <p>The Board will be requested to decide about the possible contractual extension.</p>	OdP SC, GG	<p>Done. IT Assistant hired as of 13/3 and covers also the tasks in the transport office from 7 to 8.30 am.</p> <p>Done (to be approved in April together with all staff Roles).</p> <p>To be decided in the Board meeting in May 2017.</p>
External accountant will be informed about the new partition keys to prepare the budget for the 2017/18 school year.	KD	
To arrange a meeting with the school management on financial issues	AP	Meeting will be organized after the Springfest. Participation of KD, RA, MSM and RL will be ensured.