

**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III  
ASSOCIATION DES PARENTS - PARENTS ASSOCIATION  
MEETING OF 25 APRIL 2017**

**Document Number  
CA 31/2017**

**MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD**

Meeting started at 7 pm at the European School Brussels III, Teachers canteen. In the chair, 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)

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 (MSM)

**SVICKOVA Katerina (KS)**

TURNER Jo (JT)

**WEIN Robert (RW)**

ZARIFOPOULOU Fani (FZ)

**Observers:**

DI PERRI Ornella (OdP)

STEENHOUWER Martine (MS)

V. TASHO Lucas (LVT)

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

Agenda point	Discussion/Conclusion	Follow-up	Responsibility
<b>1. Approval of the draft agenda</b>	<p>Draft agenda was approved. Numbering of individual points set out below does not follow necessarily the original order set out in CA 22/2017.</p> <p>Point 4 (6-monthly (by 31 March) review of APEEE accounts) was re-scheduled for the next Board meeting in May because of the non-availability of the external accountant and the auditors.</p> <p>EXCO written outcome from the last meeting on 20 April (CE 12) was made available prior to the Board meeting (see also point 8 below).</p> <p>Because of RW absence, point 5 (educational updates) was addressed only at the margin (see point 7 below).</p>		
<b>2. School survey - information about the WG proceedings (ex-point 6)</b>	<p>Second meeting on the Ad-hoc WG on the school survey took place on 24 April with its main item being the analysis of the comments voluntarily submitted by students and teachers. It was suggested comments from parents should be analysed by the Educational Advisory Committee (EAC) members at their meeting on</p>		All Board members

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	<p>16 May 2017. The Ad-hoc WG agreed that five key priorities were to be set - based on input from all stakeholders - as the benchmark for the 2017 Annual Plan and subsequently for the Multi-Annual Plan due by 2020.</p> <p>Several objectives are to be set for each priority area.</p> <p>Comments on the key objectives presented in writing during the Board meeting could be submitted to AP by all Board members. The last Ad-hoc WG meeting could be held in June 2017 depending on need.</p> <p>The key discussions on the outstanding School Plans and the school's mission statement as well as the final decision on the survey outcomes are planned to take place at the School Advisory Council (SAC / CCE) meeting in June 2017.</p>		
<p><b>3. Springfest (SF) - State of preparations</b></p>	<p>MS, KD and AP briefed the Board about the SF preparations (date: 28 April 2017).</p> <p>Eurovillage stands are planned in principle in the open area; these will be moved into the canteen if weather is poor. Food deliveries from</p>	<p>MS, KD</p>	<p>MS, KD, SF Organisation and Financial Committees</p>

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	<p>parents should be provided one day prior or early in the morning. Parents coordinators can get an approval for their car access to the underground parking. Their names must be provided in advance to school management.</p> <p>New ideas and implementation measures for 2017 SF include, <i>inter-alia</i>:</p> <ul style="list-style-type: none"> <li>a. EU materials for nursery and early primary students (such as colouring books) will be offered;</li> <li>b. Non-profit organisations selected as beneficiaries of a part of SF proceeds have been invited to present their activities (for example, guided dogs);</li> <li>c. Successful students in Eurosport and in scientific competitions in the school year 2016-2017 will be presented and received awards from the School at the beginning of the Opening Ceremony on 30 April;</li> <li>d. Electronic tickets could be purchased prior to the day and cashless payments would be enabled at two locations (see CA 26/2017);</li> </ul>		

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	<p>e. The access to the school would be eased greatly thanks to the electronic accreditation of all visitors through the APEEE online platform.</p> <p>Regarding the provision of APEEE services on that day, an information message will be circulated among parents (for example, no warm lunch to be offered, one single bus departure in the afternoon).</p>		
<p><b>4. Change in the school calendar – 9 May 2017</b> (new point for decision)</p>	<p>The school informed APEEE just before the Easter holiday that Europe Day on 9 May would be a normal school day. AP agreed with the school management that absences on Europe Day should not be counted.</p> <p>The point concerned the financial impact of this decision on APEEE services. It was made clear during the discussion that there would be no extra costs for extra-curricular activities, while any extra burden for transport could be covered from the existing reserve. Regarding the canteen, although this day has been included in the calculation of fees paid by parents, there was no real issue relating to re-imbursement,</p>	<p>Proposal to be followed in the Draft Budget 2017-2018 (next school year), by which an extra margin for the calculation of APEEE fees for services should be maintained.</p> <p>Any re-imbursement could take effect at the end of the school year.</p>	<p>MSM, FZ, RL, KD</p>

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	<p>since the cold lunch provided during Springfest to the nursery and P1, P2 students had not been included into the budget (approximate costs: 3,000 EUR) and the same applies for 2 extra days for secondary students at the end of May, which were not included in the total price (app. costs: 6,000 EUR) either.</p> <p>The Board accepted that these costs will be borne by APEEE.</p>		
<p><b>5. e-enrolments for next school year 2017-2018</b> (from point 7)</p>	<p><b>APEEE IT issues</b> – The Board meeting was attended by the LVT - APEEE IT expert, who is currently working on the implementation of the e-enrolment system (his employment commenced on 14 March 2017).</p> <p>LVT implemented first all Advensys audit recommendations (March 2015) related to the IT (hardware and software) need for upgrades. LVT advised that the APEEE computers and the entire ICT environment are now prepared for serving the e-enrolment system.</p> <p>LVT also presented e-ticket solutions for the 2017 Springfest.</p> <p>LVT advised about future projects in IT areas,</p>	<p>IT report to be made available to clarify actions undertaken.</p> <p>IT priorities to be adopted following consultation with all sectors by the end of May 2017.</p> <p>e-enrolment to be tested and launched for the payment of annual fee in May and for enrolments after mid-June.</p>	<p>LVT, GG, AP</p>

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	<p>such as :</p> <ul style="list-style-type: none"> <li>• APEEE website - to make it user-friendly for parents (for cell phones, tablets, etc.). Movement from Joomla to CMS (Joomla) – more secure and easier solution</li> <li>• Complaints system – to create a database of all complaints on APEEE services.</li> <li>• Bus monitoring system – to allow the parents to monitor the school bus location</li> <li>• Communication solutions for APEEE bodies with a view to sharing various documents.</li> </ul> <p><b>e-enrolment system</b> – a demonstration of the system was given to the Board. The plan is to initially test the system among members of the IT group and then to have the e-enrolment system available for parents at the beginning of June 2017. In the meantime, parents will be duly informed and be called upon to pay the annual membership fee to APEEE.</p> <p>AP advised the Board about the final stage of the preparation of the data privacy policy (“Privacy Charter”) and his intention to notify</p>	<p>Data notification requirements to be respected before any collection of data and any enrolment.</p>	

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	<p>the data processing operation to the Belgian Data Protection Authority before any enrolment takes place.</p> <p>The full IT report was distributed by e-mail to all Board members after the meeting.</p>		
<p><b>6. e-payments for the e-enrolment system</b> (CA 29/2017, new point for decision)</p>	<p>Following the decision of the Board on the development of the enrolment system by the company, EPAFOS, the new system will be launched during May 2017. The plan is to embed the e-payment module for the enrolment system by the end of May. This will ensure reception of annual subscriptions and the enrolment fees in a structured way. Against this background, a comparison of the two quotes fore-payment service providers (Mollie and Ingenico) was presented to the Board. Given the fact that:</p> <ul style="list-style-type: none"> <li>the Ingenico solution includes monthly fees,</li> <li>only the Mollie solution offers a payment method, which is not based on the amount of the payment (bank transfer), the Mollie solution was</li> </ul>	<p>To be planned and technically implemented after the initial testing of the e-enrolment system.</p>	<p>LVT, GG, WGs on IT and on finance, AP</p>



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	<p>accepted by the Board.</p> <p>Payment charges shall be assumed by APEEE or parents in line with the following options :</p> <p>Bank transfer: APEEE (100%) – parents (0%)</p> <p>Bancontact, creditcard: APEEE (0%) – parents (100%)</p> <p>The enrolment system shall allow combining payments for annual membership with payments for APEEE services (canteen, extra-curricular activities and transport) and payments for the whole family (that is, more children), thus minimizing any financial costs for APEEE.</p>		
<b>7. Developments in educational bodies (Interparents position, results of April 2017 Board of Governors)</b> (CA 27/2017)	AP advised that the postponed marking system reform is to be commenced in September 2018.	An information message should be prepared soon.	RW
<b>8. Results of EXCO meeting of 20 April 2017 (CE 12)</b>	<p>The following issues from the canteen sector were discussed:</p> <p>- The fine-tuning of the definition of roles (see</p>	WG canteen	MSM

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	<p>point 12 below)</p> <ul style="list-style-type: none"> <li>- Recruitment of an additional, part-time staff member for a stock management and checking function is under consideration (see point 10 below).</li> <li>- A new draft of the internal rules for stock management is under preparation.</li> </ul>		
<b>9. Approval of the composition of the APEEE preparatory bodies</b> (CA 7/2017 REV 5)	<p>AP presented the revised composition of all APEEE preparatory bodies and contact persons. The document was adopted by the Board, as amended.</p>	<p>Publication on the website.</p> <p>Regular update, if necessary, of the composition of individual bodies.</p> <p>It shall take effect through prior communication to be provided to AP and be subject to a new Board decision.</p>	AP
<b>10. Approval of the recruitment of a temporary aid (Paola Catalano) for canteen stock management</b>	<p>MSM presented the need to hire a person for a temporary position and on a part-time basis due to the establishment of the stock management procedure in the canteen operation. Ms Catalano visited the canteen today. MSM</p>	<p>Finalize procedures for hiring Ms Catalano, identifying her tasks and present her role to the canteen head and other</p>	OdP, MSM

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	<p>explained that it is necessary to specify in detail her tasks and to communicate her assignments to the staff in a timely manner.</p> <p>Recruitment for 3 months with the possibility of extension of additional 3 months was accepted by the Board.</p>	<p>staff.</p> <p>Canteen WG will come back to the Board in the June Board meeting, regarding the reporting of satisfaction and the initial results.</p>	
<p><b>11. Exchange of views on the new draft communication strategy</b> (CA 24/2017)</p>	<p>CF presented the outline of the draft new communication strategy. Any comments shall be sent in 2 weeks (12/5) to CF.</p>	<p>All Board members</p>	<p>EV, CF, GB</p>
<p><b>12. Approval of the text for negotiation in view of the new agreement on extra-curricular activities</b> (CA 32/2016 REV 1)</p>	<p>The agreement was presented by RL. All Board members were invited to provide comments on the agreement to RL within 2 weeks. Then, the agreement will be discussed with school management.</p> <p>The new aspects of the agreements are listed below:</p> <ul style="list-style-type: none"> <li>• Meeting with the school – twice a year</li> <li>• Obligations of the school and APEEE are clearly specified</li> <li>• The question of financial contributions for the equipment used during the extra-</li> </ul>	<p>Comments sent by 12 May.</p> <p>Analyse the situation in the other APEEEs</p>	<p>All Board members RL, OdP</p>

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	<p>curricular activities will be subject to discussions with the school management.</p> <ul style="list-style-type: none"> <li>An eighth of the depreciation of the equipment used. RL presented this proposal as “win-win” solution, as APEEE will not need to purchase any further equipment.</li> </ul> <p>Situation regarding payment to school for use of equipment for extra-curricular activities in other APEEEs will be analysed. Finance WG was specifically requested to provide comments.</p>		
<p><b>13. Approval of the APEEE staff roles and of the internal workflow</b> (CA 10/2017 REV 2, CA 28/2017, APEEE chart)</p>	<p>All the comments of the Canteen WG were incorporated into the description of roles (CA 10/2017 REV 2). APEEE staff roles and internal workflow were adopted by the Board.</p> <p>The new internal workflow establishes a second monitoring level for all APEEE operations through the APEEE HR and Operations Manager, to whom rights of signature and the task of performing staff evaluations are delegated, as set out in Articles 3, 9 and 10 of CA 28/2017.</p>	<p>All APEEE service heads shall be informed about new staff roles and shall be responsible for the allocation of the roles to all employees.</p>	<p>OdP</p>

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<b>14. Approval of the mandates of the WGs</b> (CA 3/2017 REV 1 CA 20/2017 REV 1 CA 6/2017 REV 2 CA 25/2017)	Board adopted mandates of Internal Control, Transport, Canteen and Extra-curricular activities WGs.	To publish these mandates on APEEE website	OdP
<b>15. Bad du Bac (30 April 2017)</b> (New point for decision)	<p>Due to the unilateral decision of the school back in October 2016 not to be further involved in the organisation of non-educational events taking place outside its premises, the APEEE took over the financial responsibility for managing the S7 event on 30 April 2017. It set up a specific Students account, which collected the 120 euro contribution from S7 student parents. This fee included the contribution for the Bal du Bac (Château des Colonies in Tervuren) on 30 April 2017 as well as a part for the Bac BBQ on 31 May 2017 and the costs for the Bac Book for all S7 students.</p> <p>It is noted that the APEEE had no prior involvement whatsoever in setting the prices or the content of the services.</p>	To discuss with the Students Committee and the school management the organisation of these events for the next school year 2017/2018 and present the results of this discussion to the Board.	AP, CF

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	The discussion at the Board meeting concerned only the payment for two extra guards during the event of 30 April 2017 with a view to controlling alcohol consumption and alerting parents, as appropriate. The total cost (volunteer contracts) amounted to 600 euros and were approved by the Board.		

The next meeting of the Administrative Board will be held on **30 May 2017**. The main points to be discussed:

- Educational matters (survey results, satellite classes and EAC WG mandates)
- e-enrolment – state of play – enrolment period
- Mid-term (six-month) budget implementation (up until 31 March) - In presence of the auditors
- Food policy - exchange of views with the nutritionist – stock management and internal procedures
- Tender 2017 – table services – adoption of the final bidder
- Bus transport contacts – information about the signature of final texts
- Extra-curricular activities planning and prices for 2017-2018 – adoption
- Communication strategy – adoption
- 2017 Springfest - debriefing
- P5 L2 trip in the UK – new destination – adoption
- Staff matters – prolongation of the initial 3-month contract on a permanent post (IT) - Temporary post in canteen – Publication of the vacancy of a temporary post in transport.

The Administrative Board will meet also on **27 June 2017**. The main points to be discussed, for the time being, are as follows:

- Agreement with the school (convention) on extracurricular activities
- Staff matters (Staff Regulation, evaluation and remuneration of APEEE staff)
- SF 2017 accounts
- Start of the new school year - Issues to be brought up at the next School Administrative Board meeting in September 2017
- 2017 School Plan - Outcome of the survey

#### Follow-up of the tasks from the Board meeting held on 25 April 2017

Task	Responsibility	Follow-up
Other chairs of the WGs will prepare mandates for the WG under their responsibility which will be presented to the Board on 7 March 2017.	Chairs of the WGs	
Minutes from the EAC meeting will be published on the APEEE website	RW, OdP	
Amended rules of procedures will be published on the APEEE website	OdP	Amended rules of procedures was adopted by Board on 28/3 and will be published on the APEEE website
The external accountant will be informed about the new partition keys to prepare the budget for the school year 2017/18.	KD	
To arrange a meeting with the school management as regards financial issues.	AP	Meeting will be organized after the Springfest. Participation of KD, RA, MSM and RL will

Task	Responsibility	Follow-up
		definitely be present.
Continuing in communication with the school as regards parking and informing the Board at May meeting about the current state of play.  Planned meetings with the Brussels Region and other services involved in the last week of April 2017. Letters sent to Mayors of Auderghem and Ixelles on 31 March 2017.	AP	In progress
Minutes from EXCO meeting held on 20/4/2017 to be published on the APEEE website	OdP	Done
The Board will be informed about the new contracts with the bus providers.	FZ	Information will be provided on Board meeting in May
Mandate of Violence at School WG to be submitted back to the EAC.	AB	EAC meeting was held on 16 May 2017
ToR to be published on the APEEE website. Letter to be sent to the current provider informing him that the contract will not be automatically extended for the 2017/18 school year.	OdP	Done
Publishing APEEE Staff Regulation on 29/3 for any staff comments.	OdP, AP	A conciliation meeting with staff is to be fixed by the competent authorities. Information will be provided to the Board meeting in May/June
Informing parents about new telephone numbers.	OdP	Done



Task	Responsibility	Follow-up
Subsequently, the APEEE website will need to be updated.		
Adding the point on drugs and addictions to the Board meeting agenda.	AP	Possibly in June
Discussing within the EAC on the problem of drugs in the school	RW	EAC meeting was held on 16 May 2017
Preparing a document presenting the APEEE position on the Bal du BAC organization. Extra security measures could be necessary.	AP, KD and Internal Control WG	Work in progress. Successful organisation of the event on 30 April 2017.