

**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III  
ASSOCIATION DES PARENTS - PARENTS' ASSOCIATION  
REUNION DU 18 OCTOBRE 2016 / MEETING OF 18 OCTOBER 2016**

**Doc. Numéro / Number  
CA 46/2016**

**COMPTE RENDU PROVISOIRE DE LA REUNION DU CONSEIL D'ADMINISTRATION DE L'APEEE DE BRUXELLES III-  
IXELLES**

**18 octobre 2016**

La réunion a débuté à 19h00 Bd. du Triomphe, 135 – Cantine des élèves, sous la présidence d'Anastassios Papadopoulos.

**Présents / Excusés / Absents:**

|   |                                 |                               |
|---|---------------------------------|-------------------------------|
| ALBERS Ronald (RA)  | GEORGIANNAKIS Georgios (GG)     | PAPADOPOULOS Anastassios (AP) |
| BARRY Geraldine (GB)  | HRUBY Tomas (TH)                | PAYNE Gerard (GP)             |
| BENABDERRAHMANE Hayet (HB)  | <b>JESLINKOVA Eva (EJ)</b>      | <b>REICHOW Holger (HR)</b>    |
| BOUCHERON Agnès (AB)  | KLOOTS Rob (RK)                 | SAURA MORENO Maria (MS)       |
| CASTELLANO FUENTES Maria José (MC)  | LAKE Rosita (RL)                | <b>SVICKOVA Katerina (KS)</b> |
| COATES Simon (SC)   | <b>Mc CUTCHEON Patrick (PM)</b> | WEIN Robert (RW)              |
| DIAMANTARAS Komninos (KD)   | <b>MARQUARDT Stephan (SM)</b>   | ZARIFOPOULOU Fani (FZ)        |
| EGGERS Barbara (BE)   | MARTÍN ALONSO Elena (EM)        |                               |
| FENECH Catherine (CF)   | <b>NOMDEN Koen (KN)</b>         |                               |
| DI PERRI Ornella (gestionnaire administratif)   |                                 |                               |
| <u>Participation extraordinaire: Monsieur Pierros Pantoulis, Monsieur Carlo Giudice, Madame Louise Sophie Maise (Président, Vice-Président and Trésorier du comité des élèves (CDE), Monsieur Benoit Goret (comptable) et Monsieur Noel (auditeur RSM), Madame Pascaline Baudemprez et Madame Béatrice Meulders (Partena), Monsieur Georges Spyrou (représentant de EEB 3 à la dernière assemblée générale d'Interparents).</u> |                                 |                               |

One-minute silence was kept in memorial of the student Raphael Mavrogiannakis. The APEEE invited parents wishing to make a donation to use the APEEE students' account by October, 28. Condolences to his family were conveyed.

The Chair welcomed the three new members of the Board, Mr Patrick McCutcheon (EN section representative for Secondary), Mr Gerard Payne (EN section representative for Primary) and Ms Katerina Svickova (Nursery level representative in the Board).

The appointment of a new Secretary, in replacement of the outgoing representative of Nursery and ex-Secretary of the Board, Mr Ioannis Kroustalis, is to take place at the next Board meeting.

| <b>Agenda point</b>  | <b>Discussion/Conclusion</b>                             | <b>Suivi / Follow-up</b> | <b>Responsable / Responsible</b> |
|--|--|--------------------------|----------------------------------|
| <b>1. Approbation de l'ordre du jour / Approval of the draft agenda</b>  | Approuvé (CA 40/2016)                                    |                          |                                  |
| <b>2. Adoption du compte-rendu de la réunion du 20 septembre 2016 / Adoption of the minutes of the previous Board meeting of 20 September (CA 40/2016)</b> | Ce compte-rendu a été approuvé sans aucune modification. |                          |                                  |

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|--|--|---|----------------------------------|
| <b>3. Echange des vues avec le nouveau comité des élèves / Exchange of views with the new Students' Committee</b>                | <p>Le nouveau comité des élèves a présenté des idées et des projets visant, en particulier, à renforcer des liens entre les écoles internationales et européennes de Bruxelles, à faciliter l'interaction et la communication au sein de l'école ainsi qu'à développer des mesures de sensibilisation en matière d'écologie (eebGreen project et eebActive project). Ces projets seront financés par les revenus Springfest.</p> <p>Le dialogue du CA avec le comité va continuer dans les mois qu'ils viennent.</p>   | Point d'information                                     | AP/KD/CDE                        |
| <b>4.a. Révision des clés de répartition du budget / Revision of partition keys for accounting purposes (CA 41/2016 + ADD 1)</b> | <p>The new proposed partition keys result from deliberations in the WG on internal control, thereby seeking to provide a more accurate view based on the consumption of APEEE services. They suggest to change the distribution of expenditure across the sectors by decreasing the share of the canteen by 10% and by increasing the transport contribution by the same percentage.</p> <p>Several members questioned the impact of this proposal on the estimated figures on the draft 2016-2017 budget, which is to be approved at the General Meeting in December, thus turning their positive outlook into a deficit.</p> | In one upcoming Board meeting after the General Meeting | AP/All Board                     |

| Agenda point   | Discussion/Conclusion   | Suivi / Follow-up                                   | Responsable / Responsible   |
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|  | It was agreed to continue this discussion at the next Board following the General Meeting. If adopted, the new keys would apply most likely for the 2017-2018 draft budget.   |   |   |
| <b>4.b. Approbation des recommandations à l'assemblée générale pour les comptes 2015/2016 et pour le budget prévisionnel 2016/2017 (en présence du comptable et des auditeurs) / Approval of the Board recommendations to the General Meeting concerning the 2015/2016 accounts and the 2016/2017 draft budget (in presence of the accountant and the auditors) (CA 41/2016 ADD 2-5)</b> | <p>The Board heard the recommendations put forward by the auditors following the examination of the draft accounts. It was underlined that the deadlines for their review were extremely tight. The auditors can grant their assurance for all accounts except for Springfest, which was included for first time into the accounts and the draft budget for next school year. A number of recommendations will be followed-up closely by the Board. Following the discussion under 4.a. above (partition keys), the draft budget will be submitted to the General Meeting without any nominal change.</p> | <p>General Meeting /<br/>Follow-up by the Board</p> | <p>Board decision and regular monitoring of implementation of the recommendations</p> |
| <b>5. Présentation et adoption du plan Partena pour le développement des ressources humaines / Presentation and adoption of PARTENA plan for human resources development (CA 42/2016)</b>  | <p>Partena presented the outline of its plan for APEEE human resources development. Board Members raised questions about the relevance of individual features. The entire plan will be subject to a written procedure No 7/2016 (CA 42/2016 REV 1) for a final decision by Monday, 24 October 2016.</p>   | <p>Written procedure No<br/>7/2016</p>              | <p>AP / All Board</p>   |

| Agenda point   | Discussion/Conclusion  | Suivi / Follow-up  | Responsible / Responsible          |
|--|--|--|------------------------------------|
| <p><b>6. a. Résultats SF 2016 / Results SF 2016 (information point)</b></p> <p><b>b. Distribution des revenus / Distribution of proceeds (information point) (CA 43/2016)</b></p> <p><b>c. SF 2017 (5 mai 2017) - Décision de nomination des nouveaux coordinateurs des parents / SF 2017 event (on 5 May 2017) - Decision on the appointment of the 2017 SF parents' coordinators</b></p> | <p>KD presented the final accounts for 2016 Springfest, which points to a significant loss of capital accumulated during previous years. This fact was considered as inevitable in the context of the restriction of parents' access to the event due to lasting security concerns.</p> <p>KD presented also the Springfest Financial Committee decision to distribute part of the proceeds for purposes set out in the Convention signed with the school in July 2016, which delegates financial management to the APEEE. Some members suggested a closer monitoring of estimated expenditure for next year, the orderly preparation of all invoices / orders for goods and services and a more balanced consideration of projects to be financed for Primary and Secondary.</p> <p>Finally, the Board decided unanimously to appoint Ms Martine Steenhouwer (as general coordinator) and Mr Komninos Diamantaras (as parents' representative in the Financial Committee) for 2017 Springfest (to be held on May, 5, 2017).</p> | <p>Follow-up of payments and regular reporting / Information about the state of preparations of 2017 Springfest at upcoming Board meetings</p> | <p>KD / SF Financial Committee</p> |
| <p><b>7. Mise en œuvre des services en ligne - Adoption de la décision sur la</b></p>  | <p>GG informed the Board on the signature of the contract with EPAFOS and on the first</p>   |  | <p>GG</p>                          |

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|---|---|------------------------------------|---------------------------|
| <p><b>publication de l'avis de vacance pour le poste de secrétariat / Implementation of online system - Adoption of a decision for publication of the notice for the vacant Secretary post (CA 44/2016)</b></p> | <p>implementation steps. A meeting with the school director on data transfer from the school to the APEEE is planned for Thursday, 27 October 2016.</p> <p>The Board held an exchange of views on the profile of the vacant Assistant post, which will be adopted via a written procedure (No 4/2016 (CA 44/2016 REV 1), deadline: Monday, 24 October 2016). Some members made suggestions for re-ordering the tasks announced in the publication, thereby giving clear emphasis on the IT profile sought from the candidates. In pursuit of the auditors' recommendations concerning the lack of interconnection / interoperability of APEEE accounting systems, the new employee will be tasked, <i>inter-alia</i>, to ensure compliance and to contribute to the orderly execution of all orders/stock management/payments (consideration of introducing another level in encoding after the initiation of all orders by the sectors' operation managers).</p> | <p>Written procedure No 4/2016</p> | <p>AP/All Board</p>       |

| Agenda point  | Discussion/Conclusion   | Suivi / Follow-up           | Responsable / Responsible   |
|---|---|-----------------------------|---|
| <p><b>8. Points d'information par le président et les vice-présidents / Information points from the President and the Vice-Chairs:</b></p> <p><b>a. Nouvelles et décisions du Comité exécutif du 13 octobre 2016 / News and decisions of the Executive Committee meeting of 13 October 2016 (EXCO 8/2016)</b></p> <p><b>b. Politique des inscriptions 2017/2018</b></p> | <p>Le compte-rendu EXCO du 13 octobre 2016 n'a pas pu être présenté par manque de temps.</p> <p>RW a donné un aperçu global des perspectives pour la politique des inscriptions 2017-2018. Georges Spyrou avait circulé avant la réunion une note d'information sur les points-clés de l'assemblée générale d'Interparents à Laeken, qui a été tenu en préparation du comité conjoint d'éducation (JTC). Des échanges des vues sur les affaires pédagogiques vont avoir lieu à la prochaine réunion du comité éducatif consultatif de l'APEEE (EAC), le mardi, 25 octobre 2016.</p> | <p>Points d'information</p> | <p>SC / Prochaine réunion EXCO prévue pour le vendredi, 18 novembre 2016</p> <p>RW/ Prochaine réunion EAC prévue pour le mardi, 25 octobre 2016</p> |

| Agenda point  | Discussion/Conclusion   | Suivi / Follow-up                            | Responsable / Responsible |
|---|---|--|---------------------------|
| <b>9. Adoption des décisions sur le conseiller juridique et sur le service des traductions pour l'association / Approval of the decisions concerning the selection of a legal counsellor and a translation service provider for the Association (CA 35/2016 and CA 37/2016)</b> | Both decisions are to be adopted by the Board via a written procedure (Nos 5 (CA 35/2016 REV 1) and 6/2016 (CA 37/2016 REV 1), deadline: Monday, 24 October 2016).  | Written procedures Nos 5 and 6/2016          | AP/All Board              |
| <b>10. Information sur les voyages scolaires 2017 (informations distribuées par courriel la semaine passe) / Information about the 2017 school trips (documents distributed by e-mail last week)</b>  | Des informations sur les voyages scolaires planifiés pendant l'année scolaire 2016-2017 ont été distribués à tous les membres. La coopération entre HB et la coordinatrice des enseignants a été très constructive. | Suivi éventuel à la prochaine réunion du CA. | HB                        |

A la fin de la réunion, RA et HB ont exprimé leur souhait de rechercher une nouvelle date pour l'assemblée générale, qui avait été prévue initialement pour le lundi, 5 décembre 2016. Cette date-là coïnciderait avec la fête traditionnelle aux Pays-Bas ainsi que avec la réunion parents-enseignants du S5. Mme di Perri allait chercher des dates alternatives via le système Webdor, soit pour jeudi, 8 décembre ou pour lundi, 23 janvier 2017.

Prochaine réunion du CA prévue pour le: **mois de décembre 2016 (la date dépend de la date finale de l'assemblée générale).**