



**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS' ASSOCIATION
MEETING OF 31 JANUARY 2017**

**Document Number
CA 5/2017**

MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD

Meeting started at 20:00 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)

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), SPYROU Georges (GS)

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

The present draft minutes are drafted in English. One Board member requested a parallel translation of all Board minutes in French. It was agreed that depending on the availability of the Secretary or the Deputy Secretary (see point 3. below) elected in the meeting, one or another language may be used for drafting purposes.

Agenda point	Discussion/Conclusion	Follow-up	Responsibility
<p>1. Approval of the draft agenda (CA 1/2017)</p>	<p>Agenda approved. A few budgetary decisions were presented for approval. Moreover, the IP representative was invited to the meeting to present the draft agenda of the Joint Teaching Committee (JTC) / Board of Inspectors (BOI) meetings on 7-10 February 2017.</p>		
<p>2. Adoption of the minutes of the previous Board meeting of 20 December 2017 (CA 2/2017)</p>	<p>Minutes approved. AB will be corrected as “Excused” in the minutes of 20 December 2016 meeting.</p>	<p>Minutes will be published on APEEE website.</p>	<p>GG / OdP</p>
<p>3. Election of the Administrators in vacant posts</p>	<p>EJ confirmed as VP for Communication by consensus. TH confirmed for the Secretary position by consensus. It was agreed that the new Secretary will share with the Deputy Secretary IK the secretarial tasks for the Board. IK will act as Secretary for the Executive Committee (EXCO) and TH for the Educational Advisory Committee (EAC).</p>	<p>Names of all administrators will be published on APEEE website.</p>	<p>GG / OdP</p>

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	<p>GG was elected as Chair of the WG for IT systems and e-enrolment project.</p> <p>RA was elected as Chair of the WG on Internal control.</p>		
<p>4. Composition of the Board WGs (CA 47/2016 REV 1)</p>	<p>The division of Board members in the proposed Board preparatory bodies and WGs was confirmed.</p> <p>Participation of non-Board members in the WGs was discussed. In fact, Rules of Procedures allows participation of APEEE members who are not members of the Board providing that the approval of the Board is given. Board was informed, <i>inter-alia</i>, that there are 2 APEEE members interested to participate in operational WG (WG on internal control and Canteen WG). Some Board members suggested a distinction to be made between the four WGs requiring quick action and engaging financial responsibility (“operational WGs” on internal control, canteen, transport and extracurricular activities)</p>	<p>List of the Board WGs will be published on APEEE website. Their final composition will be made public after the next Board meeting.</p> <p>In the upcoming Board meeting in March 2017 will be presented document (amendment to the Board Rules of Procedure) describing role of the non-Board members as well as their rights and obligations.</p>	<p>GG / OdP</p> <p>AP</p>

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	<p>and all other WGs, where participation of non-Board members would only enrich the proceedings without putting at risk efficiency. The idea of inclusion of other APEEE members in all WGs was highlighted, while some concern was raised on confidentiality issues. It was agreed that this topic will be discussed further and clear Rules were necessary in this respect. Meanwhile, the discussion within all WGs can start (see point 5. below).</p>		
<p>5. Adoption of the mandate of the WG on Internal control (CA 3/2017)</p>	<p>KD and TH presented draft of the Mandate of the WG on Internal control. Minor modifications have been proposed by the Board members. Board proposed that the mandate will be consulted with the external auditors. Then, the mandate will be submitted to the Board for approval based on written procedure.</p>	<p>Consult the mandate with the external auditor. Mandate to be sent to the Board members for approval by written procedure. Other chairs of the WGs will prepare mandates for WG in their responsibility which will be presented to the Board on 7 March 2017.</p>	<p>KD AP Chairs of the WGs</p>

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<p>6. Results of the EXCO minutes (CE 9/2017), EAC and the School Administrative Board meetings</p>	<p>Results of the EXCO meeting held on 26/1/2017 were presented in writing. Due to the lack of time, there was no presentation of the results of the EAC meeting held on 26/1/2017 or of the School Administrative Board meeting held on 24/01/2017.</p>	<p>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.</p>	<p>GG /OdP</p>
<p>7. Information on new HR needs and ongoing projects</p>	<p>AP presented HR needs related to the transport sector (from 7 to 8.30 am), launching of the e-enrolment system (a few additional hours per day in support of the implementation of the project) and improvements in the canteen stock management system. CVs of 2 persons selected by the Selection Committee have been distributed to the Board members. AP proposed to hire these 2 persons instead of one vacant position of the APEEE Secretary on a part-time basis for an initial period of 6 months. Estimated financial impact is around 32,000 EUR and the costs are already budgeted for the school year 2016/2017.</p> <p>AP presented briefly work carried out by the HR and Legal consultant Partena, including the</p>	<p>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.</p>	<p>AP</p>

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	<p>new Working rules for the APEEE employees and their Job/Role descriptions. Representatives of the Partena will participate at the next Board meeting on 7 March 2017.</p>		
<p>8. Budget situation</p>	<p>KD presented financial results of the APEEE for the period September – December 2016. Financial results are as follows: General Affairs: +33k EUR Horeca: +47k EUR Periscolaire: +850 EUR Transport: +56k EUR Total: +138k EUR Board has taken note of the financial results.</p>	<p>EXCO meeting on 2 March 2017 will analyse the budgetary situation in the presence of the APEEE external accountant.</p>	<p>SC / KD</p>
<p>9.A. Information on IT needs</p>	<p>GG presented IT equipment needs drafted by the APEEE employees. It was agreed that WG on IT systems and e-enrolment project will analyse IT needs in detail and prepare technical specifications. Then purchase of the IT equipment will be processed following the APEEE Procurement Policy.</p>	<p>Material for the decision of the Board will be presented to the Board on 7 March 2017</p>	<p>WG on IT systems and e-enrolment project</p>
<p>9.B. Information on electronic</p>	<p>KD presented preliminary ideas and solutions for the electronic payment to be connected with</p>	<p>Material for the decision of the Board will be</p>	<p>KD and WG on</p>

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payments	the e-enrolment system. Possibility of the use of an electronic payment terminal has been also presented to the Board for payments in the cafeteria, the teacher's canteen and during the Springfest. The objective is to minimize risks with cash.	presented to the Board on 7 March 2017	Internal control
9.C. Decision on the shared costs for the organisation of the BAC conference	AP presented that BAC conference organized by all 4 APEEEs of ES in Brussels will be held on 6 February 2017 (18:30 – 20:30). The decision to share costs for the organization of this conference (dinner for the invited speakers and hostesses) was approved by the Board. Estimated costs for the conference to be paid by our APEEE are approximately 200 EUR.	Final costs for the BAC conference will be presented to the Board on 7 March 2017.	AP
10. Board meeting in 2017	AP presented dates of further Board meeting in 2017. The Board meeting will be held in following dates: 7 March 2017 28 March 2017 25 April 2017 30 May 2017 27 June 2017 19 September 2017	To identify possible date for the General Meeting in January 2018 (most probably on Monday, 22 or Tuesday, 23), do all necessary arrangements and inform the Board accordingly.	OdP

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	<p>17 October 2017 21 November 2017 19 December 2017 (tbc) General Meeting will be organized in January 2018.</p>		
<p>11. Joint Teaching Committee (JTC)</p>	<p>GS informed the Board about upcoming JTC/BOI to be held in Brussels from 7 to 10 February 2017. All Board members are invited to present comments to the JTC documents uploaded on shared drive.</p>	<p>Comments to be sent to GS by 6 February 2017.</p>	<p>All</p>
<p>12. Further improvement in the students' canteen</p>	<p>MSM informed the Board about the idea to present the meals served in the canteen to students and parents. A conclusion from the Canteen Committee (joint platform with the school) is that it is important that the students should be aware of what meals are served in particular days. Therefore, the idea to present the picture of the served meals at the entrance to the canteen and on the APEEE website was suggested. For this, there is a need to purchase Smartphone for the canteen operations' manager.</p> <p>Board appreciated this idea and suggested that meal can be showed similarly as in the canteens</p>	<p>To prepare material for the decision of the Board/EXCO</p>	<p>Canteen WG</p>

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	of EU institutions (in the covered plate). Another idea is to present the meal on LCD monitors (as it is the case in EEB2). Canteen WG is requested to present the most appropriate solution including financial impact for the next Board meeting.		

Next meeting of the Administrative Board will be held on **7 March 2017, at 7 pm**. Main points to be discussed are as follows:

- Human resources management in APEEE
- Mandates of the WGs, including the conditions for participation of non-Board members into the WGs
- Decision on purchase of IT equipment
- Decision on electronic payment to be applied in APEEE operations
- Debriefing on the last School Administrative Board meeting