

**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS' ASSOCIATION
MEETING OF 30 MAY 2017**

**Document Number
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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 (Present / **Excused** / **Absent**):

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)	

Invited guest: Mr Noël (auditor), Mr Goret (accountant), Mr Delhoux (head of the canteen), Ms Wouters (nutritionist), Mr Materna (head of extracurricular activities)

Observers: Ms Di Perri (HR and Operations' Manager, OdP), Mr Loukas Tasho (IT Assistant)

Agenda point	Discussion/Conclusion	Follow-up	Responsibility
1. Approval of the draft agenda	Agenda approved		
2. Results of EXCO meeting of 29 May 2017	<p>SC presented results of the EXCO meeting:</p> <ul style="list-style-type: none"> APEEE membership fee for 2017/18 will be paid exclusive via the Mollie system (Bancontact or credit cards). The payment costs for the APEEE are 0.925 euro par transaction of 45 euros and could amount to approximately 1800 euros. Training “clear writing” approved for the APEEE staff (the costs below 2000 EUR). Transport – new three-year contracts (by July 2020) signed with all bus companies. Rules applicable for monitors, including for students are under revision. Bus routes will be reviewed to reduce travel time. A database of complaints will be created in autumn 2017. Périscolaire – new programme for 2017/18 prepared (new language courses (possibly new Chinese courses), computer science – robotics and programming). Canteen – on-going tender for table services, 4 bids submitted, the price shall be 	<p>Minutes will be published on the APEEE website.</p> <p>This training is planned for 11/12 July 2017.</p>	<p>SC OdP</p>

	lower.		
3. E-enrolment - State of play - Enrolment period	<p>System almost ready.</p> <p>Payment of annual fee already open, some 20% already paid in.</p> <p>A new reminder to be sent the day after the meeting, together with a demo (initiation) video and presentations for the e-enrolment.</p> <p>By 10 June the system will be open for registering families and pupils. The periods of enrolment for individual services will open as of 16 June.</p>		
4. Report on the 7-month financial situation of APEEE accounts and of the 2016-2017 budget (by March, 31) - Decision on the establishment of a new WG in charge of the analysis for the best possible placement of APEEE assets	<p>External accountant and auditor presented their observations per sector and outlined the financial situation of the APEEE by March 31.</p> <p>Financial results of the APEEE for September 2016 – April 2017 are following:</p> <p>General Affairs: +36k €</p> <p>Horeca: +63k €</p> <p>Periscolaire: +38k €</p> <p>Transport: +103k €</p> <p>Springfest : -11k €</p> <p>Students account : +54k €</p> <p>The decision on setting up a specific WG was</p>	<p>A meeting of both the accountant and the auditor with all sector heads and the HR Manager (acting as initiating and authorising officers) will be organised in early June 2017 with a view to reading and analysing the specific sectoral recommendations.</p> <p>Subsequent compliance actions will be undertaken before the beginning of the</p>	<p>KD</p> <p>OdP</p> <p>Board members in charge of the sectors</p> <p>AP</p>

	postponed to the next Board meeting.	next financial period (by September 2017). A written follow-up report will be presented to the September 2017 Board meeting.	
5. Implementation of the Food policy and the latest development in the canteen sector	<p>Ms Wouters (nutritionist) and Mr Delhoux (head of the canteen) commented on the implementation of the Food policy in the students' canteen.</p> <p>Stock management procedure is streamlined with a clear division of roles and responsibilities ("who does what"), while a clear back-up system is already in place.</p> <p>BIV is used exclusively for orders and follow-up to the stock management system. After 2 years the BIV system is used to the fullest extent by the canteen staff.</p> <p>Teachers canteen – due to the deficit (approx. 40k EUR, decreasing revenues in comparison with the school year 2015/16) the following measures were taken to reduce it significantly during the current school year:</p> <ul style="list-style-type: none"> • Self-cleaning carried out by teachers which ensure reduction of the staff by 1 	Any further questions to Ms Wouters will be replied in writing.	MSM OdP

	<p>person</p> <ul style="list-style-type: none"> • No coffee service • Adaptation of the offer in the salad bar to reflect the price charged. <p>Ms Wouters referred to the application and monitoring of the Belgian and EU guidelines on food safety and explained her precise involvement in the preparation of food (reducing meat consumption and variation of food stuff in compliance with the food policy).</p> <p>AR in general appreciated the improvement in the canteen and raised 2 issues from NL section. Vegetarian food is not always appreciated by the pupils, therefore our main purpose shall be to serve the food which will be eaten by pupils and not to stick to providing once a week vegetarian meal. Secondly, several complaints that fruits for small children are not ripe enough.</p> <p>A follow-up meeting with Ms Wouters could be organised in autumn.</p>		
6. Approval of the extracurricular activities' program for the period June 2017 - June 2018	Mr Materna (in the absence of RL) presented the draft annual program for extracurricular activities for the school year 2017/18. It is expected to have 3% increase of the	Annual programme for periscolaire activities will be published on APEEE website.	OdP

	<p>participants of the extracurricular activities – mainly due to the better offer for the secondary students. Following new courses are proposed for next school year:</p> <ul style="list-style-type: none"> • Robotics programming and coding • Movie • Debate club <p>For primary pupils the current novelties will primarily concern three new language classes:</p> <ul style="list-style-type: none"> • Bulgarian • German • English <p>It was mentioned that the price per course hasn't increased over the past two years; neither did the salaries of the instructors since 2012. Therefore prices were increased just by 2€ to 5€ depending on the activities. This should cover the APEEE staff 2017 salary indexation and ensure a balanced result for the sector.</p> <p>AR and HB expressed concerns on the indexation of costs / pricing policies and the fact that the Board had not been informed beforehand. They suggested a more detailed</p>		
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	<p>impact assessment for future planning.</p> <p>JN expressed serious concerns on the choice of courses for Bulgarian language, as the CZ section had requested in the past that an additional activity be organised in CZ, but it had been refused under the argument that this was not the purpose of periscolaire activities.</p> <p>The annual programme for extracurricular activities was adopted by the Board by unanimity. The outstanding issues concerning in particular the BG language course, the enrolment procedure and the monitors' remuneration policy are to be dealt with by the WG.</p>		
7. Educational issues			
7a. Results of EAC meeting of 16 May 2017	<p>RW presented the main issues discussed on EAC meeting in May:</p> <ul style="list-style-type: none"> • Drugs in the school • WG mandates • Follow-up to the school survey • Enrolments for school year 2017/18 	Minutes will be published on APEEE website.	OdP
7b. Coordination of queries from parents in the course of 2017 BAC	AP informed the Board about the availability of an online tool prepared by Interparents, whose		RW AP

exams	aim is to facilitate the submission of complaints and queries during the 2017 BAC exams.		
7c. Available places in OIB Garderies	AP informed the Board about the letters and the contacts envisaged by the Parents' Association of OIB After-school childcare facilities with a view to convincing the management of all Brussels European Schools to increase the offer of places in the light of the significant demands for September 2017.	Additional space was confirmed by Mr de Tournemire in June 2017.	AP
7d. 2017-2018 enrolment policy in European Schools - State of play	It was decided by the school that there will be 2 P1 CS classes. However, no such a decision exists for P1 ES, although the number of children increased already to 35 after the 1 st enrolment phase. Next Central Enrolment Authority meeting is scheduled on 12 July.		JT RW
7e. School survey - School Annual and Multi-annual Plans	RW presented the state of play after the recent school survey. The analysis of the survey was carried out separately by the APEEE representatives (SAC members) for parents and by the school management for teachers and pupils. Following the subsequent discussions in the ad-hoc WG, the School management prepared a proposal for multi-annual and annual priorities		RW AP

	<p>for APEEE comments.</p> <p>As per RW, multi-annual priorities appear to reflect precisely the priorities and recommendations (free comments) expressed by the parents during the survey. However, the link between the multi-annual priorities and the priorities suggested for 2017-2018 is not always clear (e.g. bullying issues is missing).</p>		
7f. Composition and mandates of EAC WGs	<p>RW informed that drafting of the mandates is on-going. There are already 2-3 mandates ready, however it is preferred to submit all EAC WGs mandates in one bunch. Therefore, all mandates will be submitted to the Board in June.</p>		RW
7g. New destination for the P5 L2 2017/18 school trip in the UK	<p>AP presented information from the school about the requested change of the service provider for P5 L2 EN school trip (AILS Bruxelles, www.sejours-linguistiques.com) in the UK for the school year 2017/18. There shall be also new destination in UK (Windmill Hill center – PGL).</p> <p>Several comments were raised by the Board members – why the information was submitted just before the meeting, why the approval of the Board is needed, why the change of transport is</p>	<p>Written procedure No 14 (agreement confirmed).</p> <p>A subsequent discussion for any clarification is planned in the Primary Education Council on 29 June 2017.</p>	AP

	<p>proposed (from train to bus)?</p> <p>It was explained that it is a first time when APEEE was consulted and we must appreciate this. It was proposed that 1 APEEE rep shall participate in the on-the-site inspection of the new destination in UK. It was accepted that AP will discuss with the school about the proposed change, including the transport means, and then a written procedure will be initiated to find out the Board's on this matter.</p>		
8. Approval of the communication policy	Communication policy will be adopted via written procedure.	Written procedure No 15 (agreement confirmed).	AP CF
9 Information about the new 2017-2020 bus transport contracts	New contracts for the period 2017-2020 were signed with all bus companies (including new security measures proposed by the Commission).		
10. Staff issues	SC presented proposal to conclude indefinite contract with Mr V. Tasho as sign of appreciation of his excellent performance during the implementation of the e-enrolment system. Several Board members raised the question that no supporting information has been submitted to the Board prior to the meeting (reasoning, financial impact, etc.).	To communicate with the external Payroll office (PARTENA) about the indefinite contract.	OdP

	<p>Moreover, it was also raised the question whether a prolongation of the existing contract for 3/6 months could serve the purpose.</p> <p>The Board voted for the indefinite contract for Mr V. Tasho with the following results:</p> <p>For – 14 votes</p> <p>Against – 1 vote</p> <p>Abstentions – 9 votes</p> <p>The proposal to conclude an indefinite contract with Mr V. Tasho has been approved.</p>		
11. AOB			
11a. Invoice from the previous APEEE member for the SW/HW	<p>KD informed about the invoice issued by the previous APEEE Board member – Mr Kloots in the amount of 1,124.68 EUR for the purchased HW/SW. GG informed that based on the review of the invoice and market prices, the prices are adequate and the invoice does not include any labour costs of Mr Kloots.</p> <p>Board accepted to pay exceptionally this invoice (22 for / 1 against).</p>		GG
11b. Tender on table services	<p>4 bids submitted by 10 May 2017. The expectation of the WG on canteen was confirmed, as 2 bids offered lower prices than those applied so far. The Evaluation Committee</p>	Written procedure No 16 (agreement confirmed).	MSM

	shall assess next all bids. Written procedure will be then initiated to conclude the contract with the winner of the tender.		
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Next meeting of the Administrative Board will be held on **27 June 2017**. Main points to be discussed:

- 2017 Springfest - Debriefing
- E-enrolment 2017-2018
- Staff matters (Staff Regulation, Evaluation, Remuneration)
- Adoption of the Convention on Extracurricular Activities
- Anti-drugs' policy
- School Annual and Multi-annual Plan - Other points for submission to the School's Administrative Board meeting in September 2017
- Tender for table services - adoption of the final bid

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

Task	Responsibility	Follow-up
Minutes from the EAC meeting will be published on APEEE website	RW, OdP	Done
Amended Rules of Procedures will be published on APEEE website	OdP	Done
External accountant will be informed about the new partition keys to prepare the budget for the school year 2017/18.	KD	Done
To arrange a meeting with the school management as regards financial issues.	AP	Meeting will be held on at the end of June
The Board will be informed about the new contracts with the bus providers.	FZ	Done
Mandate of WG on Violence at school to be submitted back to EAC.	AB	Done - mandate presented on EAC meeting on 16 May 2017. Will be submitted to the Board with other EAC WGs mandates.
Adding the point on drugs and addictions to the Board meeting.	AP	Done – will be discussed on the Board meeting in June 2017
Discussing within EAC the problem of drugs in the school	RW	Done - discussed on EAC meeting held on 16 May 2017
In draft budget for 2017/18 ab extra margin for the calculation of APEEE fees for services should be maintained	KD, MSM, FZ, RL	Planned for September/October 2017.
Publication of the composition of the APEEE preparatory bodies	AP	Done
Recruitment of Ms Catalano	OdP, MSM	Ms Catalano was hired. Feedback from her

Task	Responsibility	Follow-up
		work will be presented to the Board in June.
Mandates of WG on Internal Control, Transport, Canteen and Periscolaire activities shall be published on APEEE website	OdP	Done
Bal du Bac – to discuss with the Students Committee and the school management the organisation of this event for the school year 2017/18 and present the results of this discussion to the Board	AP	Will be discussed at the Board meeting in September 2017