



**ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III
ASSOCIATION DES PARENTS - PARENTS ASSOCIATION
MEETING OF 19 SEPTEMBER 2017**

**Document Number
CA 42/2017**

MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD

Meeting started at 7 pm at the European School Brussels III in the 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: REHAKOVA Eva (SWALS representative)

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

Agenda item	Discussion/conclusion	Follow-up	Responsibility
1. Approval of the draft agenda	Agenda approved		
2. Results of EXCO meeting of 18 September 2017	<p>SC presented results of the EXCO meeting:</p> <ul style="list-style-type: none"> • Purchase of tablets and SW for transport area and extracurricular area – approximately 120 tables (including SW for buses) should be purchased, a further market survey needs to be carried out to have better assurance that the value for money principle is followed • Other points discussed are summarized in the minutes of the EXCO meeting 	Minutes of EXCO meeting will be published on the APEEE website	SC and Lukas Tasho (LT)
3. Information and exchange of views on the future of European Schools in Brussels – preparation for the Monitoring Group meeting of 29 September 2017	A joint position of all 4 Brussels APEEEs on the two OSGES proposals (SecGen) to be adopted before 21 September 2017. The main element concerns an impact assessment on the effect on Brussels schools of the fifth European school. The joint position will be sent to OSGES to ensure a constructive discussion in view of the Monitoring Group (GdS) meeting on 29 September.	<p>Flash report will be sent to all Board members after the GdS meeting to be held on 29 September.</p> <p>Next discussion about this point will be at the next Board meeting in October 2017.</p>	AP

	<p>From the first informal discussion held with the SecGen on 18 September 2017, it seems that there is an agreement on the proposed impact assessment study, although SecGen does not have the internal resources for this. Therefore, an external contractor will have to be selected (approximate costs 30-50k EUR). The SecGen will check whether an already concluded framework agreement can be used. If not, a new selection procedure will have to be organized. More realistic is that new the fifth school will be opened in the 2020/21 school year. Until then, satellite classes could be created in Berkendael (on the basis of the draft Guidelines for the new Enrolment Policy 2018/2019, which are to be approved by the Board of Governors in December 2017).</p> <p><u>Next steps:</u> to continue involvement in all GdS discussions, in the drafting of the Terms of Reference for the impact assessment study and in the subsequent dialogue with the selected contractor.</p>	<p>Another GdS meeting is planned on 20 October (tbc).</p>	
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	<p>An Extraordinary General Meeting could be convened, if necessary, at the end of October. The future of the EEB3 School will be part of the presentation / exchange of views with all parents (a Joint School-APEEE event) on 19 October 2017.</p>		
<p>4. Educational matters</p>	<p>RW gave the information that based on the previous experience from the work of the EAC, only Board members and members of the Educational Councils will be invited to participate in the meeting (the EAC was very large with very small input from other members). Furthermore, the existence of certain WGs will be re-considered.</p> <p>The Secondary Education Council will be held on 21 September. On the agenda items, RW stated that the school has decided about the change of the approach in the case of B-tests for S4 pupils. Instead of tests carried out during the entire year, the school intends to have “blocked weeks” for tests (like S5 and S6). Board members were surprised that such an important change was not pre-discussed in the previous Educational Council.</p>		

	<p>The Annual and Multi-Annual school plan shall be presented to all parents on 19 October 2017.</p> <p>Central Enrolment Authority – next week, there will be the last meeting for the closure of the 2017/18 school year. CEA meeting on 6 and 17 October 2017 – starting with the enrolment exercise for the 2018/19 school year.</p> <p>SMS – wider use is to be initiated of the SMS system for the update of all relevant information for parents.</p>		
<p>5. Preparation of the School Administrative Board of 25 September 2017</p> <p>Start of 2017/18 school year– issues to be addressed</p>	<p>The meeting of the School Administrative Board will be held on 25 September 2017. AP asked all Board members about the issues related to the start of 2017/18 school year which can be raised at this meeting. The following issues were addressed:</p> <ul style="list-style-type: none"> • Missing teachers – there are still lot of subjects without teachers (for example, ICT, Art, Music, Ethics and EN L2). 	<p>Discuss all the issues raised by the Board members during the Administrative Board meeting.</p>	<p>AP, RW</p>

	<ul style="list-style-type: none"> • Substitution of teachers – new replacement policy was adopted by the school for this school year. This needs to be followed by the EAC. • School books and other requirements for secondary pupils should be updated on the website. At the beginning of each school year, there are always new requirements from the teachers, which were not uploaded on the website in a timely manner. • Class meetings for S1-S7 shall be divided into several slots on 26 September 2017 to make sure that parents with several secondary pupils would be able to attend all the meetings. • Communication issues – timetables not updated in the SMS. 		
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	<ul style="list-style-type: none"> • Change of the rules for class funds – the school has offered that the class fund can be managed by the parents (in the old way) or by the school. The school intends to create a special School AISBL, which shall deal with the class funds and other purchases (school trips, etc.). We need to ask the school to present transparent rules on the fund management. 		
<p>6. Confirmation of the appointment of the new VP Communication</p>	<p>Following EJ's formal resignation from her tasks, CF was confirmed by unanimity as the new VP Communication.</p> <p>In relation to the new communication policy, AP and CF informed that the previous “cascade system” to all class representatives has been discontinued and replaced with a direct communication with all enrolled APEEE members via the e-enrolment system. Due to the server restrictions, it is possible though that there could be some delays (up to 6 hours) in the completion of all messages sent by the system.</p>	<p>Information for all parents about the discontinuation of the previous “cascade system” will be sent soon.</p> <p>To carry out an analysis about the technical restrictions and eventually a market survey about the costs to minimize delays in sending messages to the parents.</p>	<p>CF and LT</p> <p>GG and LT</p>

<p>7. Alumni Europae</p>	<p>AP presented the Alumni Europae (www.alumnieuropae.org) global request for financing of 5,000 euros from all Brussels European Schools with a view to setting up an on-line platform, which will allow all school communities to profit from shared academic and professional experiences.</p> <p>Several Board members were surprised that the request was addressed only to the four European Schools in Brussels. Moreover, other members requested that other APEEE positions be explored.</p> <p>Board requested that KD discuss the possible donation of the Alumni Europae in the Springfest Committee and report back to the Board.</p>	<p>To discuss the possible donation to the Alumni Europae in the Springfest Committee and report back to the Board.</p> <p>It is noted that Interparents had received a similar call in May 2017.</p> <p>EEB4 Parents Association confirmed their donation, while EEB1 and EEB 2 had already contributed to Alumni Europae in 2012.</p>	<p>KD</p>
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<p>8. RSM offer for training APEEE staff on internal control procedure</p>	<p>KD presented the offer from the APEEE external auditor for the training of APEEE staff on internal control procedures. The total costs associated with the offer are 10,043 euros (including VAT). The reason for the further work (training and consolidation of an internal management controls charter) with our staff is based on the previous auditing reports stressing some errors in terms of accounting. Moreover, there were historically no written procedures in the APEEE relating to internal management controls (with the recent exceptions of the establishment of a second level of control (for the verification of accounts and the quality of services) as well as of the agreed stock management process). The co-operation with our external auditors (RSM) is proposed, as they already know our APEEE, our staff, processes and risks with a view to formalising all APEEE internal management control procedures.</p>	<p>Draft Terms of Reference and present it to the Internal Controls WG. Further, negotiate with the external auditors for the modification of the offer based on our needs and present the new offer to the Board for a decision in October 2017.</p>	<p>KD</p>
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	<p>Several Board members raised concerns about the costs for the training and questioned whether the price is appropriate. Moreover, the organization and schedule of the offer was questioned. Instead of individual training sessions, it was suggested to have general group training sessions to ensure a consistent approach and understanding of the issue. Finally, it was proposed that the APEEE staff should be involved as much as possible in the drafting of the internal rules and internal controls. Therefore, the general training shall be followed by several tasks for APEEE staff (drafting of the basic internal rules), which will be discussed with the company in the subsequent sessions (the learning-by-doing principle).</p> <p>The offers were not accepted as such and KD was requested to negotiate further with the RSM and adjust the offer to a more tailor-made approach.</p>		
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<p>9. Staff issues</p>	<p>This part of minutes is confidential, and therefore restricted in conformity with the APEEE access to documents' policy.</p>		<p>AP</p>
<p>10. AOB</p>	<p>Based on the already carried out selection procedures for APEEE staff, a document setting out the APEEE Recruitment Policy shall be prepared.</p> <p>FZ informed the Board about very arrogant and aggressive communication from some of the parents towards the transport team. All Board members agreed that such behaviour is not acceptable under any circumstances. A Code of Conduct outlining the expected behaviours for not just APEEE staff but also for the parents is necessary and shall be drafted very soon.</p>	<p>Draft of the APEEE Recruitment Policy shall be presented to the Board in November 2017</p> <p>A Code of Conduct shall be presented to the Board by February 2018</p>	<p>AP</p> <p>CF</p>

Next meeting of the Administrative Board will be held on **17 October 2017**. Main points to be discussed:

- Examination and approval of the draft 2016/17 accounts
- Presentation of the draft 2017/18 budget
- Final Springfest 2017 accounts and distribution of profit
- Implementation of March 2017 mid-term audit recommendations



- State of play of the implementation of e-enrolments and e-payments system
- Staff remuneration system (PARTENA)
- Bal du BAC 2018
- Follow-up of the Drugs and Addictions WG and School Trips WG

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

Task	Responsibility	Follow-up
To arrange a meeting with the school management about financial issues.	AP	Done
In draft 2017/18 budget, ab extra margin for the calculation of APEEE fees for services should be maintained	KD, MSM, FZ, RL	Planned for September/October
Bal du Bac – to discuss with the Students Committee and the school management the organisation of this event for the 2017/18 school year and present the results of this discussion to the Board	AP	The meeting with the students and the educational counsellor (Ms Verdonckt) is planned for Wednesday 11 October 2017. The outcome will be discussed at the October 2017 Board meeting.
Staff evaluation in APEEE: a) provide objectives for the sectoral managers b) co-ordinate the evaluation of APEEE staff	MSM, FZ, RL OdP	Done OdP will resume the process in co-operation with the sectoral heads. The second phase, which will last until Spring 2018, will also involve the remaining APEEE staff.
Invitation / call to parents to participate in the Smart Management of APEEE financial assets WG	KD	The call is to be sent to all parents in the week starting on 9 October 2017. The deadline for any expression of interest is Friday 20 October 2017.

Task	Responsibility	Follow-up
Extra-curricular activities agreement a) Signing of the agreement b) The inventory of the school and APEEE equipment used for these purposes will be carried out during the school holidays.	AP, SC, RL RL	The agreement was signed in July 2017. The inventory is in the Annex to the agreement.
Drugs and Addictions WG – follow-up of the meeting with the school held in July 2017	HB and AP	This will be discussed at the Board meeting in October 2017
The follow-up of the School Trips WG will be presented to the Board in September/October 2017. On this occasion, the members of the Board will be informed on the project of school travel management by the new AISBL to be established by the school.	HB	This will be discussed at the Board meeting in October 2017