

## School Year 2018/2019

### Class funds / accounts in Nursery and Primary

Brussels, 3 September 2018

After close consultation between the School and APEEE, it was agreed that in school year 2018/2019 parent class representatives will continue managing the class funds / accounts in EEB3 Primary and Nursery classes.

Class funds / accounts are set up in each class based on the individual contribution of each family, which is indicatively set at (...) euros (the precise amount is to be decided by the parents during their annual class meeting in September on the basis of a proposal of the class teacher). The accounts are managed by a class treasurer who is elected from among the (four) class representatives.

The aim of this account is to contribute, *inter-alia*, to specific class projects, which are decided by the teachers and are communicated to all parents in advance, as well as to any other expenditure, which the parental community decides.

Key considerations for discontinuing the system envisaged exceptionally for the last school year 2017/2018 are the following:

- a) Centralising the administration of the mostly small amounts involved would not be effective and efficient, and hinder transparency and accountability;
- b) An internal audit carried confirmed this reasoning and also urged the European Schools not to use ASBLs for such purposes.

The APEEE is actively engaging with the school to find a permanent solution for specific school outings which concern more classes, which involve the prior collection of a significant amount of money, in order to guarantee the transportation and booking of students' places.

The above solution respects the relevant part of the resolution on financial transparency adopted by the 2018 APEEE General Meeting in January 2018.

To ensure a proper functioning of the decentralised management model, and to address some very valid concerns raised by the school, active participation of parents is needed.

Parents from all classes are thus asked to ensure that a volunteer treasurer (class representative) is elected at the beginning of the school year, in order to administer the class fund. If a class wishes there to be a fund available for their children to cover any expenditures, a parent volunteer must come forward to manage it, if not then unfortunately there is no other way for these activities and expenditures to take place. To re-call class funds cover non-mandatory small expenditures (e.g. gifts for pupils or the teacher, purchase

of low-cost items), which are not funded from the School's pedagogical budget as well as the costs of class and level outings (usually limited to at most one school day).

In order to make sure that teachers are not exposed to financial risks, it is vital that sufficient funds for daytrips are collected in advance of any activities. All payments for day trips that take place across all sections in Nursery or Primary must be paid in advance to the organiser, based on quotes or cost assumptions received in the planning process. If for some reason the trip does not take place the money will be re-imbursed to each class fund by the organiser. In order not to put undue administrative burden, parents from each class would organise among themselves practical arrangements to collect the amount of contributions and account for expenditure. In our school, such flexible arrangements have prevailed in the vast majority of classes over many years and have served their purpose well, minimising undue administrative red tape.

In this manner, the APEEE hopes it will be possible to facilitate much-valued class activities, which are closely linked to but formally apart from the official curriculum. All parents and teachers are asked to collaborate to ensure that important aspects of school life are facilitated by the decentralised class funds.

To note: the larger costs implied by the mandatory multi-section school trips will continue to be administered by the school. As in previous years, planning is ongoing and parents will be duly informed at the beginning of the new school year. The APEEE is actively engaging with the school to develop models of financial management for off-budget activities which are viable, effective and efficient.

Parents' Association European School Brussels III (APEEE)